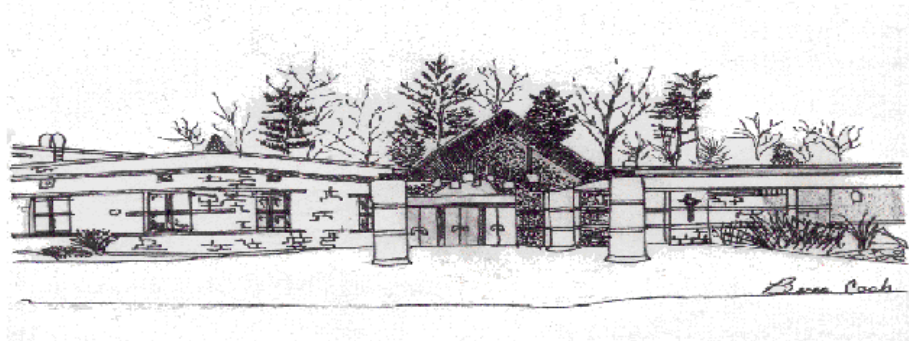


Student/Parent Handbook

*St. Bernard Regional Catholic School
A Pennsylvania Charitable Trust*

*300 Clairvaux Drive
Indiana, PA 15701
Phone: 724-465-7139
Fax: 724-465-0803
www.stbernardlc.org*





*St. Bernard Regional Catholic School
300 Clairvaux Drive
Indiana, PA 15701*

Dear Parents,

On behalf of myself and the faculty, I would like to express our sincerest wishes for your child to have an exciting and successful learning experience. We are looking forward to working with you and your child in the pursuit of intellectual, moral, and spiritual growth.

A child's elementary school years are the most crucial part of his or her education. They are the foundation upon which all future understanding is based. We therefore plan to offer a challenging program of instruction that will leave your child with a strong academic background for middle school, high school, and beyond. Your assistance in this process will play an integral part in providing this high standard of education.

As a parent, you are your child's first and most important teacher. This is true, not only in regard to life's most basic lessons, but also when it comes to his or her formal education. Your participation in your child's education, and your encouragement of good study habits, are critical to his or her academic achievement and future success.

I ask that you keep yourselves aware of your child's progress by ensuring that he or she completes all homework assignments and studies for exams. Feel free to make frequent contact with myself and the teaching staff if you are in need of any information that will assist in your child's education. Constant communication will be the key to the success of our educational teamwork.

Please take the time to review the Student Handbook and discuss it with your child. It summarizes the academic and religious policies of St. Bernard Regional Catholic School. A great deal of thought and experience has gone into this document. If adhered to and respected by all, these time-tested methods of Catholic Education will provide for your child an exceptional preparation for life's challenges and opportunities.

I look forward with enthusiasm to working together with you and the St. Bernard Regional Catholic School faculty as we aspire to the goal of providing the best possible Catholic Education for your child.

Sincerely Yours,

*Denise Swope,
Principal*

I. WHO WE ARE

Our Mission: To prepare the children in our care to live as Christian leaders today and in the world tomorrow by providing them with a Catholic education emphasizing spiritual development, strong values and academic excellence.

Our Philosophy:

- A deep commitment to gospel values should affect every area of our lives.
- One should always choose what is just and fair in relationships and decision-making.
- We should strive towards justice for all people locally, nationally, and globally.
- As Christ loves us all unconditionally, we should learn to love one another in the same way.

Our Students: The mission of Catholic education is universal and dedicated to improving the lives of all children. St. Bernard Regional School is committed to serving children of all creeds, nationalities and economic circumstances in Indiana County and the surrounding areas.

Our Faculty: A highly-qualified teaching staff is an essential component of our mission. We are therefore committed to recruiting and maintaining a staff which is:

- Highly trained, skilled, and knowledgeable in their individual disciplines;
- Enthusiastic about their mission and dedicated to its fulfillment;
- A model of Catholic values;
- Constantly growing professionally and personally;
- Attentive to the academic needs of individual students.

Our Administration: The administrative team provides crucial operational, academic and professional leadership in service of the mission. We serve students, parents, and employees by:

- Responding to student, teacher, staff and parental concerns in a timely and sensitive manner;
- Maintaining a school environment that is safe, peaceful and conducive to learning;
- Finding adequate resources to maintain and expand our academic program.

Our Parents and Guardians: Supportive families serve as the stewards of our school. Our families contribute by:

- Participating in meaningful ways with the administration and faculty to chart the direction of the school;
- Helping one another through development efforts that benefit all of our children;
- Welcoming new families and assisting those in need.

Our Future: We are proud of our 75 year history and reputation for academic excellence and spiritual growth. By careful governance and continual improvement, St. Bernard Regional Catholic School will continue its traditions, not only for today, but also for tomorrow.

MISSION and PHILOSOPHY OF CATHOLIC EDUCATION

The mission of Catholic schools within the Diocese of Greensburg is to create a Catholic Christian learning environment to prepare students for their life's journey. While parents are the first teachers, the task of our schools is to assist parents in fulfilling their responsibility as primary educators of their children. Schools challenge students to develop the Gospel values, academic mastery, spirit of community service and global perspective that will give their lives passion and purpose.

Beliefs --

- Catholic schools have an impact on the moral consciousness of our society.
- All children can learn.
- Gospel values provide opportunities for students to live and proclaim the teachings of Jesus and the Church.
- Each individual has worth and deserves respect and dignity.
- Successful learning builds self-esteem.
- Education is to be shared by the school, the home, the student, the parish, and the community.
- Learning is most effective in a safe, caring environment.
- The teacher/administrator is a professional decision maker who facilitates children's learning while continually learning him/her self.
- Change creates the need for life-long learning.
- High expectations directly affect performance.
- Excellence in education is worth the commitment of time, effort, and money through a shared responsibility of parent and parish.
- An educated citizenry ensures a strong foundation for a democratic society.
- The Catholic school system is an important key to the development of a parish community.

ACADEMIC VISION STATEMENT FOR ST. BERNARD SCHOOL

As the faculty of St. Bernard Regional Catholic School, we believe that a quality Catholic education provides students with the intellectual and spiritual foundation needed to become life long learners and Christian leaders.

It is by following Christ's example, and striving to provide excellent instruction, that we will provide the best possible education for the students of St. Bernard Regional Catholic School.

We will do this by providing Christ-centered learning opportunities which motivate all students to achieve their greatest possible levels of success. We are committed to providing instruction which:

- Engages students in active learning, allowing them to discover their unique gifts
- Develops higher order thinking on intellectual, moral, and spiritual levels
- Instills confidence and fosters self-esteem
- Promotes enthusiasm and a love of learning
- Empowers students to live morally and ethically
- Inspires creativity and divergent thinking
- Celebrates the diversity of the human community

Recognizing that our Catholic beliefs and philosophy are they keys to our overall success, we will always maintain:

- A positive attitude towards students, acknowledging that each is a gift from God with innate and irrevocable value
- A sense of joy and fulfillment from our teaching vocation
- A high level of energy and enthusiasm for our sacred mission
- Sensitivity towards students' academic and personal challenges

We will accomplish our educational objectives by employing the following strategies:

- Utilizing interesting lesson plan ideas and new teaching methods
- Working as a team to establish the best possible educational practices in both religious and secular subjects
- Regularly consulting the clergy to assess our religious instruction
- Involving parents and community in the education of their children

STAFF CERTIFICATION AND STATE ACCREDITATION

Certification

Each teacher at St. Bernard Regional Catholic School holds a Bachelor of Arts/Science or a Masters degree in education, and is properly certified by the Commonwealth of Pennsylvania.

NCEA Accreditation

The National Catholic Education Association (NCEA) evaluative instrument *Verifying the Vision* is designed to help Catholic elementary school educators and their school communities to ask vital questions concerning the special vision of their school. It helps the evaluation participants to focus upon the basic elements that have been universally recognized by the Church and her educators, as well as those factors that are considered essential to any sound educational process. The evaluation was completed in April 1991, and St. Bernard School was officially accredited October 23, 1992 and re-accredited in April 2002.

Middle States Accreditation

St. Bernard Regional Catholic School is currently accredited by the Middle States Association. The Middle States Association is the national organization that accredits most private schools. The process of accreditation ensures that a school is providing a quality educational experience. It is our policy to maintain this accreditation.

II. GENERAL INFORMATION

SCHOOL CALENDAR

At the beginning of the year, you will receive a copy of the school calendar. The school must adhere to state and diocesan guidelines concerning hours of instructions, number of days in session and provisions for teacher in-service and staff development. Every family will receive a monthly calendar of activities and events. Family participation in school programs is strongly encouraged.

ADMISSION

Registration for all grades is held in the Spring of each year. Children must be 3 years of age on or before August 31st to enter the PK3 program, 4 years of age on or before August 31st to enter the PK4 program and 5 years of age on or before August 31st to enter the Kindergarten program. Children who will be 6 years old on or before August 31st, will be admitted to Grade 1.

For children entering St. Bernard Regional Catholic School in any grade level, parents must present a baptismal certificate, birth certificate, Social Security number and the required health and immunization records. State law requires that a child's immunization record be presented before entrance to school. A registration form and Tuition Contract must be completed.

Parents are strongly encouraged to complete a FACTS form to determine the amount of aid for which they qualify. At registration, a tuition packet with additional information and forms will be presented. A financial aid application will be provided after the enrollment application and application fee are submitted. St. Bernard Regional Catholic School is open to all students regardless of race, color, national origin, or creed.

TUITION

A Catholic school education shall be available to all families. It requires commitment on the part of the diocese, the parishes and the families. Tuition is set at an amount that is equal to the cost of education. Tuition assistance is available based upon need. The financial resources of the family determine the tuition that each family pays.

Families requesting assistance in paying the total per-pupil cost are required to register with FACTS. This company is an outside independent organization that will judge the level of assistance needed based upon an objective set of norms and criteria assuring complete privacy and confidentiality.

Tuition bills must be paid in full by the end of the fiscal year. Parents who run into difficulty meeting this obligation may contact the administration for assistance. We are committed to finding solutions to such problems. Failure to pay or ask for financial assistance, however, will result in the student's removal from our rolls on July 1st. After this date, the student will not be readmitted until all overdue tuition is paid in full.

REQUESTS FOR ADDITIONAL FINANCIAL AID

It should be noted that no student is ever turned away from St. Bernard Regional Catholic School because of the inability to meet tuition payments. If special arrangements are needed, parents should apply directly to the principal.

The principal will provide parents with a request form and ask them to consider the maximum payment they can make without causing financial hardship. Requests for additional aid should be made with the knowledge that it is provided through the generosity of others. Applicants should consider only the minimum amount of aid that they need.

UNIFORM DRESS CODE

General Principles: The wearing of a school uniform emphasizes to students that we are all equal in the eyes of God. It has a direct and positive bearing on student behavior. This also allows the children to focus on their schoolwork rather than on incidental distractions. Therefore all students are required to comply with the St. Bernard Regional Catholic School uniform policy. Uniforms must be clean, presentable and fit properly.

Boys' Pants are navy blue or khaki dress pants that must be purchased from the uniform company or an exact duplicate in style that is offered by the uniform company (all seams sewn from the inside; no top stitching anywhere on the pants; no exterior pockets; no cuff). Your best judgment needs to be used in making sure that pants are not too tight or short. Beginning October 1 students are required to wear long pants.

Girls' Pants are navy blue or khaki dress pants that must be purchased from the uniform company or an exact duplicate in style that is offered by the uniform company (no flairs, hip-huggers, etc.). Your best judgment needs to be used in making sure that pants are not too tight or short.

Girls' Jumpers are navy blue plaid purchased through Schoolbells or they can be plain navy or khaki jumpers purchased through Schoolbells, Penneys, Sears or other department stores that offer school uniforms. **These must be no more than 1" above the knee.** Girls are not permitted to wear dresses or cropped leggings under the jumper or skort. They are only permitted to wear plain navy, khaki or white socks. The socks must cover the ankle and may be knee socks or they can wear black, navy or white opaque footed tights. They are not permitted to wear panty hose of any color.

Girls' Skorts and Skirts are for all grades and come in blue plaid, solid navy and solid khaki. These are purchased through Schoolbells, Penneys, Sears or other department stores that offer school uniforms. **These must be no more than 1" above the knee.**

Boys' Shirts are navy blue, white or powder blue short or long sleeve oxford cloth, knit, or dress shirts (must be indistinguishable from those offered by the uniform company) tucked into pants/shorts.

Girls' Blouses are navy blue, white or powder blue short or long sleeve oxford cloth, knit, or dress blouses (must be indistinguishable from those offered by the uniform company) tucked into pants/shorts/skirts.

Sweaters are plain navy or white that allows the collar of the shirt/blouse to be seen. No frills, prints or designs, or raised patterns, etc. are permitted.

Sweatshirts are permitted to be worn with the school dress uniform, however they must be only the navy sweatshirts with the school logo. No other sweatshirt and no color other than navy can be worn with the dress uniforms.

Boys' and Girls' Walking Shorts are navy, khaki or plaid shorts which are purchased either through Schoolbells, Penneys, Sears or other department stores that offer school uniforms. The length of the shorts must be no more than 1" above the knee. Your best judgment also needs to be used in making sure that shorts are not too tight. Walking shorts season is from May 1st to October 1st.

Socks are plain navy, khaki or white (no lace, beads, logos, designs) and they must cover the ankle.

School Shoes are dress shoes that are not sandals, clogs, canvas or leather tennis or athletic shoes, or any shoe/boot that extends above the ankle. The heel of the shoes must not be higher than 1". Shoes must have a dress sole. Permissible colors are black, brown, or dark blue.

Tennis Shoes are only to be worn with the school gym uniform for physical education class. "Healies" and light-up tennis shoes are not to be worn.

Gym Uniforms – To ensure that all student gym uniforms remain consistent, parents must purchase gym uniforms through the school. No other apparel will be permissible. All uniform gym bottoms are light gray in color. Gym T-shirts and sweatshirts can be either gray or navy and must have the St. Bernard logo screen printed on the shirt front. Sweatpants must have elastic around the ankles. Wearing of gym shorts and sweatpants follows the same rule for long pants and walking shorts applicable to the school uniform.

Accessories, Hair, Etc. – Parents are encouraged to use good judgment in regard to jewelry and other accessories that may be a distraction to the learning process. The administration has the right to judge the propriety of any piece of jewelry and how or when it may be worn. Students are not permitted to have tattoos, fake finger nails or wear makeup at school. Boys must keep their hair cut short so that it is not in their eyes. No student is permitted to have their hair dyed or bleached or wear feather hair extensions.

Dress-Down Days – Students are permitted to wear jeans, T-shirts, sweatpants, sweatshirts, shorts (in season and fingertip length), socks and tennis shoes. Students are not permitted to wear clothing that displays advertisements, logos, sayings, or pictures that are not in keeping with Catholic morality. Students are not permitted to wear sandals, flip-flops, crocs, or other inappropriate footwear. Dress-down clothes should be clean and appropriate for school with no tears.

Dress-Up Days – Boys may wear dress/school pants, dress shirt, golf shirt, or turtleneck. Girls may wear dress/jumper, skirt with appropriate dress blouse or top, dress slacks/school pants. No T-shirts, sweatshirts, sweatpants, jeans, or tennis/athletic shoes are to be worn on a dress-up day.

If a student is "out of uniform" a Uniform Notice will come home with the infraction and will need to be signed by the parent and returned to school. Continued violation of the dress code will be considered parental non-compliance with school policies and appropriate action will be taken.

School Uniforms can be purchased through *Schoolbells*. When you are purchasing school uniforms please mention St. Bernard School. Our school code number is #1110. Toll-Free Phone Orders: 1.888.637.3037 ~ Online Orders: www.schoolbells.com

School uniforms, including the plain navy and khaki jumpers, skirts and skorts can also be purchased either through Penneys, Sears or other department stores that offer school uniforms.

The school offers a Uniform Exchange Day in June.

ATTENDANCE

The responsibility for the attendance of elementary school-aged children rests entirely with their parents. It is their responsibility to make sure their children have legitimate reasons for absences, and are transported on-time to school every day. St. Bernard Regional Catholic School will enforce all regulations of the Commonwealth of Pennsylvania and the Diocese of Greensburg as they relate to school attendance. Children of compulsory school age, up to age seventeen (17), are required by law to attend an approved educational institution unless legally excused pursuant to Diocesan Policy No. 4110.

Legitimate absences: The school recognizes a number of specific reasons for which a child may be excused from school for all or part of a school day including, but not limited to:

Observance of religious holidays;

Receipt of religious instruction – This is restricted by law to a maximum of 36 hours per school year;

Attending medical or dental appointments which cannot be arranged after school hours;

Illness or other urgent reasons of an emergency nature.

Educational trips not sponsored by the school (must be approved in advance);

Educational trips will be considered for approval if the school administration determines that such a trip will be of educational significance to the student. In order for the school administration to make such a determination, the parent shall provide a written request for excusal which shall indicate the days to be missed, the destination of the trip, the reason why the trip could not be taken on days when school is not in session, and an outline of the educational value of the trip.

Unexcused/unlawful absences: These include, but are not limited to

Truancy;

Parental neglect;

Illegal employment;

Pupils who run away from home;

Shopping;

Trips not approved in advance.

“In the flu season, if a student has a temperature of 100 degrees, he/she should stay at home. A child with a temperature of 100 degrees will be sent home from school and must be medication free for a period of 24 hours before returning to school.”

Tardiness: A child who is not in the classroom by 8:30am for opening exercises is considered to be tardy. In order to gain admittance to a class, a student must first report to the office with a note of explanation from her/his parent or guardian. The secretary will sign the note, which is then presented by the child to the appropriate teacher. Parents are not permitted to send their children directly to the classroom.

Tardy Excused (T): Lateness for a pre-approved activity such as a doctor's appointment, a medical emergency or other serious event as judged by the principal.

Tardy Unexcused (TU): Lateness to school without a legitimate excuse (slept in, missed the bus, etc.)

Exceptions to the Tardy Rule: Delayed/late bus arrivals, or pre-approved, regularly occurring educational arrangements (example: special education at another location)

Accrual of Tardiness: The office will keep track of all tardiness, excused and unexcused, in order to insure that students complete the required number of days towards graduation. Five tardies will automatically become 1 absence. If this happens, a detention follows. An accumulation of unexcused tardiness will be used, according to our policies, to justify a report of truancy to the appropriate agencies.

Parental and Student Requirements for Absences/Tardiness: In the event of an absence or tardy, students must bring an excuse from their parent or guardian upon returning to school the first day after an absence. The excuse must contain the following information:

- Date of the note;
- Name and grade of the student;
- Date of the absence or tardiness;
- Cause of the absence or tardiness;
- Signature of parent or guardian.

Parents must call the school office by 8:30am to report any student absence not arranged in advance with the permission of the principal. The school office should be notified if the child has a contagious disease, is hospitalized, or has an extended absence (3 days or more) anticipated.

If a child is absent for five (5) days or longer due to illness, a signed note from a licensed physician must be presented to the office upon their return to school.

The student is responsible for making up all assignments and tests missed during an absence from school. The student will normally be permitted five (5) school days to make up missed work. Exceptions may be made in the case of prolonged illness. It is the student's responsibility to obtain the assignments and return them to the teacher at the time designated.

It is important for parents to understand that progress in school demands that children attend on a regular basis that provides the consistency needed to reach optimal level of achievement.

If the parent wishes to excuse the child from school for any reason other than illness, the permission of the principal is necessary.

Parents may request work from a teacher before a planned trip, however, the decision to give work before will be at the discretion of the teacher. If the teacher decides to give work after the student is back in class, then the student will be given five (5) school days to make up missed assignments after the day the student returns to school. Parents are discouraged from removing their children from school for any trip that is not absolutely necessary (a family emergency, for example), or primarily educational in nature.

School Functions: If a student does not attend school during the day in which an after-school function/ activity takes place, the student is not permitted to attend that function/activity. The student must attend school the day after a fieldtrip.

School Reporting of Unexcused Absences: St. Bernard Regional Catholic School will report to the appropriate authorities all unexcused absences and accrued unexcused absences. Students who do not meet the minimum attendance requirements for the Commonwealth of Pennsylvania will not be promoted to the next grade level. The following procedure will be used:

1. **First Offense:** The first offence consists of 3 or more days of absence without a lawful excuse. The school's official notice of absence to parents shall be served by certified mail to the parents' home as soon as a pupil has 3 days of unlawful absence.
2. **Second Offense:** The next session during the school year that the student is unlawfully absent becomes a second offense and requires the serving of a warrant on the parent through the office of the magistrate.

EARLY DISMISSALS

In the event that it becomes necessary to have a child dismissed from school early, the parent or guardian is to make the request in writing, stating the reason for the early dismissal, and the time. A student may be dismissed from school early only with the approval of the principal or his/her designee. Students will not be released into the care of any person who is not authorized for such purpose or on the basis of an invalidated telephone call.

When the parent/guardian comes to pick up the child from school, he/she must come into the office to sign the child out. The secretary will then notify the classroom teacher to send the child to the office for early dismissal.

EMERGENCY CLOSING

St. Bernard Regional Catholic School follows Indiana Area School District regarding school closing due to weather conditions. Please watch the local television stations KDKA, WTAE, and WJAC.

In case of early dismissals due to weather conditions or emergency situations, the parent phone chain will go into effect. Each homeroom has parents who have volunteered to call and alert other parents in the class of early dismissals. Parents, guardians, and students are directed not to call the school for such information as it jams our phone lines which need to remain open to coordinate transportation.

TRANSPORTATION

Transportation to and from school is the responsibility of the parents. If children live more than 1.5 miles from school, the public school district in which the student resides will provide transportation. A child must, however, reside in a school district that is within 10 miles driving distance of St. Bernard School in order for that district to transport him or her. Questions concerning bus transportation should be addressed to the public school district in which the student resides.

Indiana Area School District buses children going to and from St. Bernard School. The Blairsville-Saltsburg, Homer Center, Marion Center, Penns Manor, and United School Districts also bus children who attend St. Bernard School. For further information, contact the transportation department for your respective school district.

State law defines bus transportation as a privilege and not a student right. Students are expected to behave properly on the bus. The safety of all is the prime consideration. A lack of cooperation in regards to the safety rules established by the local public school district or the transportation provider may result in suspension (temporary or permanent) from riding the bus, and may result in disciplinary action against the student by St. Bernard Regional Catholic School.

SCHOOL PROPERTY

In keeping with St. Bernard Regional Catholic School Philosophy, each student is expected to respect and properly care for all school and student property in his or her use. Textbooks and workbooks are provided for use by individual students both through government moneys and through moneys budgeted in the annual school budget. Textbooks as well as workbooks are expected to be covered to provide adequate protection while in use. Students must have book bags or some other form of protection for books when taking them home. The school must be reimbursed for lost or damaged books.

Students are responsible for the purchase of other supplies such as pencils, paper, notebook, crayon, etc. It is recommended that students wait to purchase any of these supplies until their homeroom teacher has instructed what they anticipate the child will need.

Library Book Policy: *The maintenance of a library with a broad selection of age-appropriate reading materials is important to the intellectual development of our students. Therefore, it is important that books taken out by students are returned in a timely manner. In order to facilitate this, the following steps will be implemented for failure to return library materials:*

- 1. First and Second Reminders:** Students will not be able to take out another library book.
- 2. Third Reminder:** Librarian will call home and request that the book be

returned.

3. **Fourth Reminder:** A bill will be sent home with the replacement amount to be paid to St. Bernard School.

TRANSFERS

Transfers to or from St. Bernard Regional Catholic School are normally to take place at the beginning of the school term. In the event of a transfer from St. Bernard Regional Catholic School to another private or public school, parents must submit written verification withdrawing the child from school. A request from the receiving school confirming enrollment and requesting the student's records must be received. Records are mailed directly to that school and may not be hand carried by their parents.

TIME SCHEDULES

Because of transportation restrictions, the time schedule will be adjusted to coincide with any revisions by the public school districts in which St. Bernard Regional Catholic School is located. The school will adhere to the following schedule regardless of starting and dismissal time, to the extent practicable:

- 1) Students arrive at least five (5) minutes before the opening bell.
- 2) Morning prayers and salute to the flag are required.
- 3) Class periods - time allotments for specific subjects shall follow the recommendations of the Office of Catholic Schools.
- 4) Pre-lunch prayers as prescribed; Post-lunch prayers as prescribed;
- 5) Lunch and playground with teacher supervision;
- 6) Class periods;
- 7) Closing prayers; and
- 8) Dismissal with supervision.

MORNING ASSEMBLY

School begins at 8:30am. Parents who are driving their children to school may begin dropping them off at 8:00am. Please be aware that a faculty member supervises the children in the multi-purpose room beginning at 8:00am. Please do not drop your child off prior to this time unless they are signed up for morning Extended Care. Students in kindergarten and up report to the multi-purpose room when they arrive in the morning. Students are to move to their class area at the lunch tables. Some children may have to wait a half-hour to move to their homeroom, so it is necessary that all children have reading material or some other type of quiet activity to pass the time.

Note: Neither students nor parents are to go the classrooms before school begins unless they have a scheduled appointment with the teacher. If there is a matter of urgency, students and parents are asked to report to the office to speak with the secretary or principal about their concerns. This allows the teachers the time necessary to adequately prepare for their day.

DAILY DISMISSAL

Dismissal is at 3:00 p.m. Students are dismissed according to the buses they ride. Those who are being picked up are dismissed after the buses.

Parents who are picking up students by car are asked to arrive between 3:05pm and 3:20pm to avoid traffic congestion while buses are loading and leaving. At that time the passenger cars are asked to pull up into the designated yellow pickup area to pick up their children. (Children are not permitted to walk down the sidewalk to meet their ride.) These precautions are in accordance with fire and safety regulations. In addition, parents are asked to stay in one continuous line, not pulling out and around other cars in front of the line. (This creates a safety hazard.) If you are not here by 3:20pm to pick up your child, they will be sent to the afternoon Extended Care program and you will be charged accordingly.

Parents who are visiting the school during the day, for whatever the reason, please park in designated parking areas. The front of the building is for fire or medical vehicles as well as buses. The buses are unable to move through this area when vehicles are parked on either side of the front drive.

If a student is to leave school at any time before the regularly scheduled dismissal time, a written note must be given in the morning to the homeroom teacher. This note will then be forwarded to the office to alert the secretary, as well as the principal. Written notes are also necessary if a student is not going home in the usual manner. Please have your child alert the homeroom teacher with a note. It is important to note that students must remain with their class until school is dismissed, even at the conclusion of special events and assemblies. These precautions are taken solely for the children's safety allowing the teacher to know where the child is at all times.

If you are changing your child's transportation arrangement for a particular day, you must provide the office with a signed note before 2:15 p.m. on that day. St. Bernard School will rely solely upon the last signed note that we have from the parent/guardian specifying transportation arrangements and will carry out those arrangements unless they are altered by a note signed by the parent/guardian. Telephonic and email communications will not be accepted. Siblings, grandparents, aunts, uncles, neighbors or other non-guardians will not be permitted to make these arrangements or changes.

Please remember, these rules are for the safety of your child.

EMERGENCY DRILLS

Fire drills will be held on a regular monthly basis, or more frequently if required by state law, without prior announcement. To ensure safety, students are to move quickly, quietly, and in order according to the fire exit directions posted in each classroom.

Drills for other emergencies (tornado/severe weather drill, evacuation, and lockdown), as well as procedures reviewed by teachers, will be held periodically throughout the year.

HEALTH SERVICES/IMMUNIZATIONS/EMERGENCY CARDS

The local public school district provides limited health services to St. Bernard Regional Catholic School through the school nurse. Health testing and screening shall be administered to the student in accordance with the policies and procedures set by the local school district.

Children must be immunized before entering school, as required by state law. No child shall be permitted in school without the following immunizations:

<i>Diphtheria and Tetanus</i>	At least four doses, including one dose administered on or after the fourth birthday
<i>MMR</i>	A second dose of Measles, Mumps, and Rubella, preferably given as MMR
<i>Hepatitis B</i>	All children entering school for the first time must have received three (3) doses. This series takes six months to complete.

In case of an emergency concerning the health of a student, the school nurse and/or school principal shall be immediately notified. The school nurse shall be primarily responsible for rendering medical assistance. If the parent, guardian, or person designated on the student's emergency card cannot be reached in a timely fashion, the school nurse or school principal shall decide whether hospitalization or further treatment at a medical facility is necessary.

The school office will maintain an emergency care card for each enrolled student. The card shall contain the following information:

- a) student's name;
- b) name and address of parents or guardians, and where they may be reached during normal school hours;
- c) name, address, and telephone number of a third party

- who may be contacted in the event the parents or guardians cannot be reached;
- d) name of medical insurance provider and policy number.

In the case of illness during school hours, the principal may send a child home after parents have been notified and transportation arrangements have been made. Children are not permitted to call parents or dismiss themselves.

- a) Dental examinations are given at entrance and in Grade 3. Any parent, who chooses to do so, may have the exam completed and verified by the family's personal dentist.
- b) Physical examinations are required upon original entrance to school and in Grade 6. Any parent, who chooses to do so, may have the exam completed by the family's personal physician.
- c) Children who have not been tested for tuberculosis during the current year are tested on entry (K, Gr. 1). Parents will be notified when the TB test will be given.
- d) The school office must have on record any severe medical conditions of a child such as epilepsy, seizures of any type, diabetes, asthma, allergies, etc. This should be noted on the child's emergency card.

MEDICATION POLICY

Administration of Medication During School Hours – only essential medications will be given at school with the parent/guardian taking full responsibility for any medication sent into the school.

Every effort should be made to administer medication at home. However, any student who is required to take medication during the regular school day must comply with school regulations. These regulations are necessary for the protection of both the student and the school personnel. Our medication policy is implemented in collaboration with the Diocese of Greensburg and the Indiana School District, which provides our health services.

- Only essential medication will be given at school, with parent/guardian taking full responsibility for any medication sent to school. This meaning that essential over-the-counter-medicine can only be administered by the parent in the school office.
- Prescription medicines cannot be administered unless a MEDICATION PERMISSION FORM is completed along with written instructions from the physician. Permission forms can be obtained from the school office.
- Parents must provide the exact dosage needed. The school will store the medication in the office and monitor the child while he or she takes the medicine.
- No over-the-counter medicines such as aspirin, Tylenol, cough drops, etc. will be dispensed.
- If there is a special situation or need, including the use of an inhaler for asthma, notify the school for the necessary form to sign.
When the school nurse is not available, the administrators or school secretaries are designated to supervise the student in the administration of medication.

LUNCH

The lunch period is 11:45am until 12:30pm. Students may purchase a hot lunch from the school cafeteria on a daily basis. Lunch is prepared and served in our cafeteria. Monthly menus are sent home and lunches must be chosen and returned to the school for a proper count of food needed. In accordance with government guidelines, students may apply for the free or reduced lunch program.

Students may bring a bag lunch from home if they choose. Milk is available for purchase at the school or students may bring their own drink. Please do not send soda or other drinks containing high levels of sugar or caffeine to school with your child.

CAFETERIA RULES AND PROCEDURES

Teachers will monitor the cafeteria while the children are eating. Each class is assigned a designated seating area in the cafeteria. As students enter the cafeteria, they will enter their pin numbers into the lunch computer system. A teacher will then assist the students in entering what purchases they make for the day. The computer system automatically debits the students' accounts. Next, they will pick up their milk/lunch and then are seated with their class.

- 1) Students will be respectful of other students and teachers in
- 2) the lunchroom.
- 3) Students will stop and listen when the bell rings for
- 4) instructions.
- 5) Students will raise hand to ask for help if needed.
- 6) Students will keep hands and feet to self at all times.
- 7) Students will use inside voices in the lunchroom.
- 8) Students will keep their area neat and will not throw food.
- 9) Students will clean up after themselves after lunch.

Should these rules not be followed, the following consequences will occur in the order that they appear:

- 1) Student will be given verbal warning first.
- 2) Student will be assigned to another seat at their table.
- 3) Student will be assigned to another seat at an empty table.
- 4) Student will eat lunch in the office and will lose recess
- 5) privileges.
- 6) Family will be notified by Principal.

The teacher will direct the students to dispose of their trash as well as dismiss the students at the end of lunch. All students are expected to cooperate and see that their general area is clean.

NUTRITION AND WELLNESS POLICY

Schools within the Commonwealth of Pennsylvania that participate in the state's free and reduced lunch programs are required to implement a student wellness policy. The primary aim of the policy is to help students develop into healthy adults. Research is finding that a balanced nutrition during the school day has a direct and significant impact on student achievement.

St. Bernard Regional Catholic School will take steps to improve its cafeteria selections in order to offer the healthiest possible diets and encourage good eating habits. These changes will be decided by our Wellness Committee. Parents are welcomed and encouraged to participate on this committee.

The nutritional value and frequency of student snacks and treats will also be regulated. Students may bring a treat for their class on their birthday, but the snacks must be chosen from a list of healthy snacks that will be provided to the parents. Summer birthdays will be celebrated in June.

The emphasis of all celebrations that involve food will be on the importance of the event itself. On special holidays that traditionally involve candy or other sugar-based foods (Halloween, Christmas and Easter), a single day will be designed during which they will be permitted to bring in and consume these types of snacks. Food will never be used as a reward.

USDA Nondiscrimination Statement and Complaint Procedure

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Updated 2013

PLAYGROUND AND RECESS

Homeroom teachers will supervise all recess whether indoor or outside. Students will follow the guidelines for recess established by the faculty. Students are to refrain from any game that involves pushing, hitting or wrestling. All students are to use the playground equipment fairly and give others the opportunity to use it. Students are not permitted to exclude any other fellow student from participation in an organized game.

TELEPHONE

It is important that the school telephone be available for office calls. Children may use the school telephone only with permission of the principal, the secretary, or their teacher and only for school related business.

Teachers and children will not be called from the classroom to receive a telephone call. A message for the child or teacher may be given to the secretary. Arrangements concerning transportation and after-school activities are to be made *before* the child leaves home in the morning.

CHILD CUSTODY AND PARENTAL EDUCATIONAL RIGHTS

By law, St. Bernard Regional Catholic School must follow formal custody agreements and court orders regarding child custody. It must also respect the educational rights of non-custodial parents. Therefore, it is essential and required that parents provide St. Bernard Regional Catholic School with a copy of the most recent custody agreement or order by the start of classes each new school year. We will follow the most recent agreements or orders that we have on file, and will not deviate from them. It is the responsibility of the parent(s) to keep this information current.

If parents have entered into a custody arrangement which restricts custody of their children to a particular parent on a particular day, they must provide St. Bernard Regional Catholic School with a copy of a custody schedule. We will follow this schedule unless we receive a written and signed notice from both parents that the arrangements have been changed.

Non-custodial parents who have legal custody of their children will be provided with grade reports, teacher and school newsletters, PTG information and notice of all parent-teacher conferences. They are also entitled to participate in all major school events to which parents are invited.

TRAFFIC AND PARKING

The speed limit in front of St. Bernard Regional Catholic School is 5 MPH at all times. Do not pull around another parent who is picking up his/her child as this presents a serious safety hazard. The safety of all children attending our school should be every parent's first priority when picking up or dropping off their child.

Parking in front of the school, on sidewalks, in traffic lanes or other unauthorized places is prohibited. These rules are necessary to insure that emergency vehicles can access the school at all times and to facilitate the orderly and timely flow of traffic.

No one may park in the handicapped parking spaces unless they are disabled.

SCHOOL VISITATION AND SECURITY

Anyone entering the building must first report to the office. For security reasons, the school principal must know who is in the building at all times. All parents/volunteers/visitors who will be in the building for an appointment, as a volunteer, or guest speaker, etc. are asked to wear an identification badge that will be provided at the office. This policy is to safeguard the children within the building, allowing the children, as well as the employees, to know that these individuals have permission to be in our building. (This policy, obviously does not apply to events such as open house, or those events when a large number of visitors are expected.) Any person not following this procedure may be asked to leave the building and may be subject to future exclusion from the building.

Parents are not to take lunches, shoes, books, etc. to the classroom or lunchroom. Any such transaction to child or teacher must be made through the principal's office. This practice helps to eliminate interruptions to the teacher and the students during class hours.

Students who are to be dismissed early for medical or health reasons will be met by the parent or guardian in the school office.

III. COMMUNICATIONS

GENERAL PRINCIPLES

Clear and open communication is a key to success and satisfaction, accomplishing desired goals, and for maintaining a positive environment. Our goal is to keep both the parents and the school involved in an open dialogue with regards to their child's spiritual, academic, and emotional growth.

Teachers and staff members will communicate with parents in a manner that is courteous, helpful, and in a spirit of Christian service to pupils and their parents. Parents are asked to follow these same principles when communicating with teachers, staff members, or other parents.

PARENT TO SCHOOL COMMUNICATIONS

In order to assist parents in having their questions and concerns addressed appropriately, the following procedure is given:

- 1) If there is a question or matter of concern that can be best addressed by the classroom, subject area teacher, or Act 89 personnel (school psychologist, guidance counselor, math and reading specialists) please be sure to initially direct the question or concern to that staff member.
- 2) A note seeking a return phone call is a suggested starting point.
- 3) If an initial discussion with a classroom, subject area teacher, or Act 89 personnel requires further clarification or cannot be resolved, the parent will inform the teacher that the principal will be contacted.
- 4) The school principal will work with the parent(s) and staff in addressing the matter of concern. The request

for the inclusion of the principal in a given instance may come from the staff member or the parent or both.

- 5) If the problem remains unsolved, the parent has recourse to the Superintendent of Catholic Schools.

Many occasions occur which require parent communication with the school. Depending on the situation, the most effective method is to contact the teacher in writing. These situations may include: notes for going home a different way than usual, individual health concerns, family situations that might affect the child, or extended illnesses. The child's teacher will forward the communication to the office after noting the parent's concern.

Parent phone calls are expected by 8:30am in the case of student absence and/or requests for homework due to absence (724-465-7139). This will ensure the safety of the child through accountability between home and school. This call will also allow a teacher to prepare the child's homework for pickup at 3:00 p.m. in the office.

SCHOOL TO PARENT COMMUNICATIONS

At the beginning of each month, parents will receive a school calendar and a weekly letter from the principal. This communication will inform parents of all school events, policies, and procedures, and other matters that may involve the entire school community.

Classroom teachers will send home newsletters and notes telling of happenings in the classroom. This will be done on a weekly basis.

Student work, communications from teachers, P.T.G. and, possibly, office memos will be sent home via "Family Mail" on Monday and will be given to the OLDEST child to take home. Please review items in "Family Mail" and return folder on Tuesday. Items that need to be returned to the teacher or office may be placed in "Family Mail" and will be sorted by the office. The St. Bernard Parent Teacher Group will send communications to parents through the school children in the same way as other school communications. These communications include announcements, reminders, information, and requests for volunteers for various activities, and other pertinent information.

IV. ACADEMIC POLICIES

GENERAL

A child's elementary education is the foundation on which all subsequent learning is built, and therefore requires the careful attention of parents and faculty. Parents and faculty should work together to challenge students and ensure that they learn the best possible study and work habits while obtaining the knowledge and skills essential for future success.

CURRICULUM

St. Bernard Regional Catholic School endeavors to provide a well-balanced curriculum by which knowledge, skills and attitudes needed for family living can be acquired. The students are challenged to develop their full potential with an open, inquiring mind while always realizing a sense of accomplishment.

The curriculum is designed to meet and exceed the minimum standards established under the state law. Courses include religion, reading, language arts, mathematics, science, social studies, music, art, library, health, physical education and computer education.

The religion course is the most important course in the curriculum. Opportunities for prayer, preparations to receive the sacraments and participation in a community of faith are important components of the religion program. The goal of religious instruction is to help the child develop a relationship with Jesus Christ and lead a lifestyle based on the Gospel values.

Catholic students are required to study their religion and participate in the religious activities. Students of other denominations are required to be present for religion classes and religious activities.

REPORT CARDS

Report cards showing the student's progress shall be issued in accordance with the dates established on the official school calendar. Progress is determined by the degree to which the child learns subject matter according to ability, accomplishes daily work, participates in class discussion, uses class time effectively, participates in group/class research and projects, and does homework assignments. The official diocesan report card shall be utilized unless otherwise approved by the Superintendent of Catholic Schools. Report Cards for grades K and up will be issued four times during the year, following the nine-week grading periods. Following the first nine weeks, reports will be issued to the parent or guardian and the child during the parent-student-teacher conference. The second, third and fourth grading period report cards will be issued to the students. Children in preschool receive progress reports after the second and fourth grading periods.

PARENT- STUDENT- TEACHER CONFERENCES

Parent/teacher conferences shall be used in conjunction with the report card as a means of evaluating progress. The principal will establish a procedure for the scheduling of parent/teacher conferences. At least one (1) such conference shall be held for each child during the school year.

Early childhood conferences will be held in November and February each year. Preschool parents will have an opportunity to speak with their child's teacher during their first months in the school setting. In this conference, you will meet to review your child's social and emotional adjustment, as well as initial insights into your child's educational progress. Formal conferences for Kindergarten for preschool will be scheduled following the second grading period.

Student participation in conferences is geared toward allowing the child to share in the report of progress in his/her work toward the individual child's spiritual, academic, and social goals. Participation in the conference increases the child's sense of responsibility by being actively involved in a discussion of his/her own progress.

MID- GRADING PERIOD REPORTS

Midway during each report period, progress reports are sent home to parents of children who are not working to their potential and are experiencing academic difficulties. These notices are issued to apprise parents about their child's progress. Parents are urged to be alert to the child's performance between the issuance of the progress report and the next report card. Parents or the teacher may request a conference regarding the progress report.

METHODS OF REPORTING STUDENT PROGRESS

Reporting student progress is a continuous process involving parents, students, and teachers. This process includes oral as well as written communications throughout the school year. The goal of this dialogue is to enhance student success. Although conferences are scheduled at pre-described periods of time, other forms of communication are evident throughout the school year: weekly newsletters, school calendars, folders of student work, written notes, as well as telephone conversations. Parents or teachers may call for a conference at any time during the school year when a question or concern arises.

PROMOTION

A student is promoted each year on the recommendation of the teacher and the principal. Each child must have achieved the basic requirements of the level and the maturity to adapt to the next level.

STUDENT RECORDS

The collection and maintenance of information about students which is essential to promoting student welfare and accomplishing the educational objective of the school shall be in accordance with state and federal law. The permanent report card, approved by the diocese, will be maintained in the office of the principal. Guidance records will be kept either in the principal's office or the guidance office. Information will be collected only with prior and informed consent of the parent or guardian. Student records, in accordance with state and federal law, are made available only to parents and to staff who have need for access to the information, or with consent of the parent, or as otherwise provided by law. A parent or guardian wishing to review the records of his or her child should make such request for review in writing at least twenty-four (24) hours in advance. Parents may then

review the records in the presence of a staff member, and may make one copy of each record to take with them. Student record information will not be disseminated by telephone.

In the absence of a Court Order to the contrary, a non-custodial parent will be given access to the academic records and the other school related information regarding their child. If there is a Court Order specifying responsibility of the custodial parent or otherwise limiting or eliminating the rights of a non-custodial parent with regard to a child's education, the custodial parent shall provide the school with an official copy of the Court Order. All other requests for student information will be referred to the Superintendent of Catholic Schools for approval.

HOMEWORK

Homework is essential for the full scholastic development of the child. The objectives of home study are to develop habits and techniques of independent and useful study, student responsibility, and organizational skills.

Homework

- Provides practice and reinforcement of skills already presented in the classroom.
- Broadens areas of interest through enrichment.
- Provides an opportunity for parents to know what their child is studying.
- Encourages parent and child interaction.
- Provides teachers a way to monitor progress in learning.
- Allows students to prepare for follow-up lessons.

Children are expected to do a reasonable amount of home study. It is the responsibility of the parent to supervise this work, being careful, however, not to promote dishonesty or forestall learning, which results from actually doing the homework for the child.

Homework may consist of written work, reading, study for review, memorization, or work on special projects. It is the responsibility of parents to provide time and a quiet place for homework to be done.

In the case of student absence, the student is expected to make up work that he/she has missed. If a parent would like to request that the teacher prepare these assignments to be picked up, please do so by 8:30am when you report your child absent.

Homework is to be picked up after 3:00pm on that day. Otherwise the work will be assigned to the child upon returning to class.

Homework for Primary Grades

Kindergarten: Kindergarten students will complete 1-2 days per week of homework assignments starting in January of the school year in order to prepare them for first grade.

First Grade: First grade students will complete homework in 1-2 subjects four times per week.

Second Grade: Second grade students will complete homework in 1-2 subjects four times per week.

Primary grade students are expected to complete all of their homework. If they forget their assignments, they will be required to bring them to school on the next day. Parents will be contacted and asked to assist the teacher in this goal if students consistently miss assignments.

Homework for Intermediate Grades

Third Grade: Third grade students will bring assignment notes home every day. Parents must sign these notes to verify that the student has completed the homework assignment. Parents must also sign assignment books over the weekend and return them on Monday.

Fourth Grade: Parents must sign assignment books over the weekend and return them on Monday. Teacher will check assignments daily.

Fifth Grade: Parents must sign assignment books over the weekend and return them on Monday. Teacher will check assignments daily.

Sixth Grade: Parents must sign assignment books over the weekend and return them on Monday. Teacher will check assignments daily.

For the intermediate grades, missed homework will result in a homework reminder. Students will receive an after-school detention upon receiving their fifth reminder within any marking period.

Homework for Special Subjects

Special classes are legitimate subjects and students are expected to treat them as such. Students are expected to complete all homework assignments given to them in any of the special classes (art, music, Spanish, library, or gym). If a student receives four homework reminders within a given marking period, he/she will be issued an after-school detention to be served with that special teacher or his/her homeroom teacher.

All students (K & up) are required to attend and participate in the Christmas Concert held in December and the Spring Concert held in May. If a student does not attend and participate, they will be given a homework assignment to be completed within five (5) days.

ASSESSMENT PROGRAM

Standardized Tests

The following schedule of standardized testing is currently in effect for the students at St. Bernard Regional Catholic School. The results of testing are made available to parents upon request and become a part of the student school record.

Stanford – Administered to grades 3 – 6 in the fall.

Otis-Lennon – Administered to grades 3 and 5 in the fall along with the *Stanford*.

Textbook Tests

The textbook series used in the St. Bernard Regional Catholic School curriculum offer a comprehensive evaluation program using a variety of informal and formal assessment options. The tests measure student performance on specific objectives taught in units, and teachers are given options for pre-testing, post-testing, and retesting.

Teacher Developed Tests

Although all types of evaluation, both formal and informal, are used to measure and evaluate behavior and learning, there are circumstances in which teacher-designed assessments are especially useful.

GIFTED EDUCATION

Students who demonstrate gifted potential may be referred to the school psychologist for psychological evaluation to determine eligibility for gifted programming in accordance with Pennsylvania Special Education Standards and Regulations. Parents should discuss with the classroom teacher or guidance counselor opportunities for determining gifted characteristics.

AUXILLIARY SERVICES

The classroom teacher is encouraged to effectively utilize the auxiliary services available to our children as another way of providing appropriate levels and modes of instruction. The teacher is responsible for identifying students in need of special assistance in conjunction with the principal and parents and arranging for them to be enrolled in either remedial or enrichment classes.

Title I Reading

Remedial services provided through federal money takes place in an available classroom/office in the building or in the on-site trailer at St. Bernard Regional Catholic School.

Challenge Class

The services for gifted programming is provided through ARIN Intermediate Unit. The Challenge Class meets once a week at the Indiana Area School District (I.A.S.D.) Jr. High School (AM Sessions). Children are transported by Indiana Area School busing.

Auxiliary Math & Reading

Auxiliary Math & Reading services are funded through Pennsylvania Act 89 and allocated by the ARIN Intermediate Unit. The I.U. contracts with Catapult Learning, Inc. to provide certified teachers to the school for auxiliary instruction time. Services may include (but are not limited to) reinforcement, skill practice, problem solving, enrichment, etc. These services are coordinated with the classroom teacher based on students' classroom performance. The program is flexible and allows every student this opportunity. Written parental consent will be obtained for those students who are recommended by the classroom teacher or principal to be seen on a weekly basis throughout the school year. An

initial assessment will be done to determine students' skill levels. Progress Assessment Reports will be distributed along with school report cards.

The Catapult Learning Teachers are available for conferences with parents and school faculty. These services are provided in the on-site trailer at St. Bernard Regional Catholic School.

Guidance Services

Guidance services are funded through Pennsylvania Act 89 and allocated by the ARIN Intermediate Unit. The I.U. contracts with Catapult Learning, Inc. to provide a certified Guidance Counselor to the school. Guidance services may include (but are not limited to) whole class participation for help in study skills, career interests, social concerns, school problems, etc. Classroom teachers are involved in deciding appropriate topics according to Diocesan curriculum guidelines.

Counseling services for individual students or small groups are provided for specific needs based upon teacher and/or parent referrals. Parents will be notified and written consent will be obtained before ongoing sessions and/or assessments are scheduled.

Psychological Evaluation

The Catapult Learning Counselor is available to the students, parents, and school faculty. Classroom observation, team consultation, and possible full battery academic testing by a school psychologist assists the school in identifying special needs students. This service is provided through Act 89 funding. Children are identified primarily through teacher referral.

Speech Services

Speech and language support services are provided through Act 89 funding. Children are identified through a screening process by a speech clinician, a teacher and/or parent referral.

ELEMENTARY STUDENT ASSISTANCE PROGRAM

All Diocesan schools are required to have a student assistance team. The team is comprised of teachers and administrators who have received special training to help them identify students who are having serious mental, emotional or other problems that endanger their well being or success in school.

The ESAP team does not diagnose or treat students, but identifies those students who may be at risk, and relates this information to the parents. The team will meet with parents and help direct them to the resources that will assist them in helping their child.

Referrals to the ESAP team may come from teachers, students, parents, or any staff member. All ESAP records are confidential and are destroyed one day after a student graduates or leaves St. Bernard School.

ASSEMBLIES

School assemblies are scheduled periodically throughout the school year to provide enrichment to the school curriculum.

FIELD TRIPS

Field trips relate to the instructional program and enhance classroom activities. Each child participating in any field trip must submit to the school the field trip participation form established by the diocese, signed by the parent. No student may participate unless a signed field trip participation form for the specific event is on file with the principal.

The permission form is to be submitted to the teacher at least one (1) school day before the scheduled trip. Parents may be asked to provide part or all of the costs involved. When possible, bus transportation will be provided. Any person volunteering to provide private transportation must submit a signed volunteer driver information sheet to the principal for each vehicle used.

Participation in field trips is a privilege. Students may be denied participation if they fail to meet academic or behavioral requirements of the school. Students who do not participate in field trips will be provided alternative assignments during the period of the field trip.

Each driver and/or chaperon will be given a copy of the approved itinerary, including the routes to be followed and a summary of their responsibilities.

Each class participates in a field trip at least once throughout the school year. In general, this one major excursion, planned by classroom teachers in grades K and up is paid for by the P.T.G. The students must attend school the day after a fieldtrip.

V. STUDENT CODE OF CONDUCT

CONDUCT: A student may be dis-enrolled at any time at the discretion of the administration consistent with but not limited to the following content. The administration may choose not to accept a student for enrollment for reasons consistent with but not limited to the following content as well.

STUDENT CODE OF CONDUCT: St. Bernard Regional Catholic School has the right to dis-enroll any student based upon conduct that is not consistent with our philosophy, mission statement, goals, objectives and code of conduct delineated in our handbooks and policy. This could include but is not limited to criminal arrest and conviction at the local state, or federal level. As a nonpublic school, we have the right to consider all conduct internal or external to the school. For instance, a student may be dis-enrolled for conduct that is not consistent with our philosophy, mission statement, goals, and objectives and code of conduct whether the action or incident occurs at the school, school event, or within the community at large.

ACADEMIC APATHY: St. Bernard Regional Catholic School has the right to dis-enroll any student based upon lack of effort in the classroom such as failure to display appropriate classroom behaviors necessary for academic success. This may include but is not limited to completion of homework and class assignments, failure to come to class properly prepared, and/or behaviors that impede or disrupt the academic or social environment of other students.

ATTENDANCE: St. Bernard Regional Catholic School has the right to dis-enroll any student based upon excessive, unexcused tardiness or absenteeism. For instance, not providing proper medical documentation as defined in our Student/Parent Handbook.

FINANCIAL: St. Bernard Regional Catholic School has the right to dis-enroll any student based on noncompliance with the diocesan and school tuition policy.

As St. Bernard Regional Catholic School is a private, nonpublic institution, the administration reserves the right to terminate enrollment of a student for any reason at any time. Any disciplinary policies and procedures are simply guidelines that the school generally follows. These guidelines do not impede this right by administration to terminate the enrollment of a student for any reason at any time.

FAMILY CODE OF CONDUCT: St. Bernard Regional Catholic School has the right to dis-enroll any student based upon the student's family member, extended or immediate, causing disruption in the school community in any way. This would include a family member having conduct that is considered by the administration to be a detriment to the educational environment or school community. The administration will consider all disruptive or detrimental conduct that is not consistent with our philosophy, mission statement, goals, objectives, and code of conduct.

PROCEDURES

Teachers are to discuss school policies with the students in class. We ask that parents discuss the behavior code, as written in this handbook; with their child/ren so that they know our expectations. A good discipline policy can only be achieved with the cooperation of all those involved in the school setting - students, teachers, and parents.

When a problem involving discipline arises, and parents have questions, we ask that they:

1. discuss the matter with the teacher(s);
2. discuss the matter with the principal if further assistance is needed.

In most cases there is a natural progression in resolving problems:

1. verbal warning to the child

2. contact made with the parent
3. contact made with the principal (as needed)
4. additional conferences with parent, child, teacher, and principal where the need arises.

The principal, vice-principal, and every teacher shall have the right to exercise the same authority as the parents or guardians as to conduct and behavior of the pupils attending Saint Bernard Regional Catholic School. This includes the time they are in attendance and the time required going to and from their homes. (Section 1317 School Law of Pennsylvania)

Student discipline is a fundamental principle of a sound education. Please assist us in this goal.

STUDENT BEHAVIOR AND DEPORTMENT

The manner in which students behave has a direct impact on their moral and personal development. Research has shown that it also has a profound influence over academic achievement. Therefore, students at St. Bernard Regional Catholic School are expected to conduct themselves as young ladies and gentlemen and to follow the example of Christ at all times.

Classroom behavior: Students must follow all directives given by the teacher and must not disrupt class.

Hallway behavior: Students are not permitted to talk and must move to their destination in a straight line.

DISCIPLINARY OFFENSES AND SANCTIONS

Student disciplinary offenses are generally classified into two categories: Level I and Level II Offenses: Unacceptable behaviors, a singular incident of which does not rise to the level of serious misconduct. These are generally handled by the teacher, but may require the attention of the principal if they are persistent or severe.

Examples of Level I Offenses:

Disrupting class
Dress code infraction
Gum chewing
Being rude or impolite
Failure to complete assignments
Classroom tardiness

Examples of Level I Consequences:

After school detention
Withdrawal of school privileges
Phone call home
Parent/teacher conference
Change in seating
Writing assignment

Level II Offenses: Serious or persistent misconduct that creates harm, or the potential for harm, to the student, others, or the school. Level II offenses may include any behavior that is contrary to Catholic morality. All Level II offenses will be reported to the principal who will determine the appropriate sanction.

Examples of Level II Offenses:

Fighting
Truancy
Teacher defiance
Teacher disrespect
Bullying
Possession of drugs, alcohol or tobacco

Possession of weapons of any kind
Persistent Level I offenses
Obscene language
Possession of obscene or dangerous materials
Stealing
Lying
Cheating
Destruction of school or individual property

Examples of Level II Consequences:

Short or long-term suspension
Expulsion
Referral to law enforcement
Restitution for damages to property
Requirement of counseling services as condition of continued enrollment
Suspension or removal of bus privileges
In-school suspension
Payment of costs or fines incurred by the school as a result of the offense

DETENTION

Detentions may be issued for grades K and up. Grades K-3 will receive a warning and a phone call or note to parent regarding behavior for the first offense with the second offense resulting in detention. Grades 4 and up will receive a detention on first offense.

Detentions may be served on the day of the offense. The principal may permit the student to serve the detention on the following school day if transportation arrangements make this impossible.

SUSPENSION

For a serious infraction of school regulations or the Code of Conduct, the principal may temporarily suspend a student, in-school or out-of-school. The time of the suspension will become effective after the principal has notified the parents/guardians.

EXPULSION

Expulsion is a severe punishment which is used as a last resort and after serious deliberations or when circumstances otherwise warrant.

Reasons for which a student may be subject to detention, suspension, or expulsion from school include, but are not limited to

- 1) Infractions of school regulations, or disciplinary codes applicable to each school;
- 2) Continued misconduct or conduct detrimental to the physical, educational, or moral well being of other students;
- 3) Continued malicious disobedience or disrespect for authority;
- 4) Possession, use, or transporting any weapon or look-a-like weapon;
- 5) Possession, use, sale, and/or conveyance of any controlled substance, drug, look-a-like drug, alcohol, or anabolic steroid;
- 6) Assault or battery of a fellow student, teacher, administrator, or an employee of the school;
- 7) Bomb threats;
- 8) False alarms;
- 9) Use of vulgar or obscene language;
- 10) Excessive absence or tardiness;

- 11) *Fighting;*
- 12) *Disrespect toward the school in word or action.*

In the event of an expulsion, the following procedure shall be used:

A time of suspension will first be imposed during which there will be private consultations of parents with pastor, principal, guidance counselors, and teachers.

The final decision concerning expulsion will rest with the principal. Before any such administrative decision, the principal must consult with the pastor, appropriate local authorities, and the Office of Catholic Schools of the Diocese of Greensburg.

A written report of the expulsion will be submitted to the Office of Catholic Schools.

The parent/guardian may, within five (5) school days of the decision of the principal to expel the student, appeal to the Superintendent of Catholic Schools whose decision will be final.

POSSESSION OF WEAPONS

Any student found to be in possession of a weapon will be subject to disciplinary action, up to and including expulsion, and reported to the appropriate law enforcement agency for criminal prosecution under the Pennsylvania Crime Code, 18 Pa. C.S. §912. Weapon is defined as including, but not limited to, any knife, cutting instrument, cutting tool, nun-chuck, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury, or any object which looks like any such weapon or intended for such use.

DRUG AND ALCOHOL POLICY

A student who on school grounds during a school session, or anywhere at a school-sponsored activity, does sell, use, possess, or aid in the procurement of alcohol, narcotics, or restricted drugs, including marijuana or anabolic steroids or other material purported to be such, shall be subject to exclusion from school.

Parents of the student involved are to be contacted immediately by the appropriate school administrator with a recommendation that the student be taken to a physician for a complete examination.

The principal shall also give immediate notice to the police of the incident and efforts shall be exerted to obtain positive identification of the substance whether it is a narcotic, a restricted drug, alcohol, or marijuana. The school will make every effort to protect the student by assisting the police in the apprehension of the person or persons who made such substances available.

POLICY ON SEXUAL HARASSMENT

It is the policy of the Diocese of Greensburg that all employees and students should enjoy a working and learning environment free from all forms of discrimination including sexual harassment. There is hereby established a policy strictly prohibiting all forms of sexual harassment in any work area, learning area, activity area, or any other place under the permanent or temporary control of the Diocese of Greensburg, or in any Parish school located within the Diocese (hereinafter referred collectively as the "Diocesan School Community") by or toward any administrative or professional staff member, full or part-time employee, contracted services employee, job applicant, visitor, student, aide or volunteer of the Diocese of Greensburg.

Any student who feels that he or she is or has been a victim of sexual harassment may bring the matter to the immediate attention of any teacher, administrator, principal, counselor, any parish priest, or to the Superintendent of Catholic Schools. All

reports of alleged sexual harassment will be investigated in as confidential a manner as possible. Upon the completion of such investigation, the parents or guardians of the student will be advised of the findings, recommendations, and conclusions as to the accuracy of the charges alleged. In all cases where the investigation has verified the allegations and a decision has been made to take disciplinary action against the accused, the complaining student and his/her parents/guardians will be advised of such action.

In the event that it is determined that a student has intentionally falsely accused another student or school employee in engaging in sexual harassment, the student may be subject to appropriate disciplinary action.

BULLYING POLICY

St. Bernard Regional Catholic School has zero tolerance policy for bullying. The bullying of any student is an affront to Catholic morality. It can cause permanent emotional harm and loss of self-esteem to a child. Any occurrence, therefore, will be taken seriously and dealt with immediately.

Every student has a right to feel happy, accepted, and comfortable at St. Bernard Regional Catholic School. Students who infringe upon this right will be subject to disciplinary action. Examples of bullying behaviors include, but are not limited to:

Slurs, rumors, jokes, innuendo, demeaning comments, cartoon drawings, graffiti, pranks, gestures, staring/leering, physical attacks, flashing a weapon (real or simulated), physical restraining, threats, taunting/ridiculing, stalking, malicious teasing, name calling, relationship undermining, social isolation or exclusion, other written, verbal and/or published items including cyber bullying, destroying/damaging property, or other physical actions.

Making degrading or belittling remarks about a student, regardless if they are present or not,

Physical actions which are intentional tormenting such as hitting, shoving, mocking, spreading rumors, emails, chat-rooms, text messages, etc.

ANY deliberate action that makes a student uncomfortable, harassed or unhappy in the school, at a school-sponsored activity, or on the bus.

Consequences for bullying will be decided by the administration in consultation with the faculty. Each case will be individually judged. Disciplinary sanctions will be determined based upon the severity of the act and/or the duration of the behaviors. Sanctions may range from detention, to suspension or expulsion for serious or repeat occurrences.

At a minimum, any student who bullies will be required to apologize to the victim(s) and assigned an educational exercise by the teacher. This exercise will cause them to reflect upon the moral and spiritual prohibitions against bullying. Parents of the offending student will review and sign the completed assignment and it will be returned to the teacher.

Victims of bullying at St. Bernard Regional Catholic School will be afforded counseling services within the school or referred to outside counseling services if appropriate. Parents who are not satisfied with the response of the school to an alleged bullying incident have the right to appeal to the superintendent of Catholic Schools.

CLASSROOM RULES AND PROCEDURES

At the beginning of each year, teachers will establish rules for the classroom with their students. Teachers will review these guidelines with parents at orientation.

The cooperation of parents is vital to the success of the disciplinary program at St. Bernard Regional Catholic School. Parents are asked to be involved in seeking solutions to serious and/or persistent disciplinary problems of their children. The teachers and principal will request parental support and cooperation regarding disciplinary concerns as needed.

In regard to activities that take place when school is not in session such as conference days, concerts, and other school activities, parents should expect children to conform to the same school behaviors that have been outlined here. This kind of cooperative approach to discipline within the school at all times will benefit the parents, teachers, and ultimately, the children.

VI. PARENTS

ROLE OF THE PARENT

Parents play a critical supportive role in the education of their children. They are the first and primary educators of their children. Therefore, in order for St. Bernard Regional Catholic School to succeed in its educational mission, we must have full participation and support of each parent. This pertains to support for the school's academic and disciplinary policies, as well as volunteering, and efforts to help our program financially. By working together in a Christian spirit of cooperation, parents, teachers and staff will be best able to provide the highest quality education for both the individual student and the student body as a whole.

PARENT- TEACHER GROUP (P.T.G.)

All parents of St. Bernard School students are members of the St. Bernard Regional Catholic School Parent-Teacher Group (PTG). The mission of the St. Bernard Regional Catholic School PTG is one of service to St. Bernard Regional Catholic School. All children benefit from the service efforts of the PTG, and therefore, all parents are expected to support PTG fundraising events and attend the PTG general membership meetings.

HOMEROOM ACTIVITIES

There are a variety of activities that take place during the year that are carried out through efforts of a groups of homeroom parents at each grade level; primary contact is made through the designed coordinator of homeroom parents in each grade.

ADVISORY COUNCIL

Parents also have the opportunity to participate on the St. Bernard Regional Catholic School Advisory Board. The Advisory Board assists the administration in identifying opportunities and strategies to help St. Bernard Regional Catholic School remain strong academically and financially.

SCHOOL SERVICE POLICY

The success of St. Bernard Regional Catholic School depends in large part on the involvement of parents. Every year parents fundraise, serve on committees, and provide direct service to the school. These activities have economic value and benefit all school families. Therefore, St. Bernard Regional Catholic School requires each family to carry their share of responsibility. In order to facilitate this we have created the *School Service Policy*.

On Open House night, families can sign up for a number of different fundraisers and activities that will be held throughout the school year. Fundraising or school service must be performed by an adult family member (16 or older). There is a mandatory Enrichment Fee to be paid by each K and up family every year. The fee is \$100.00 and you may split it up into two payments of \$50.00 if you choose. Manna credits and financial aid awards may not be applied towards this fee.

SAFE SCHOOLS POLICY

Nothing is more important than the safety and well-being of your child. St. Bernard Regional Catholic School will therefore follow the policies of the Diocese of Greensburg and the Commonwealth of Pennsylvania in the maintenance of a safe school environment.

Requirements for Volunteering with Children

Volunteers play an important role in the success of St. Bernard Regional Catholic School. Their efforts enrich the educational experience of students and help to keep our tuition affordable. When parents or other individuals wish to volunteer in a capacity that places them in regular, direct contact with children, they must complete the St. Bernard Regional Catholic School *Safe Schools* requirements.

The *Safe Schools* requirements for volunteering with children are the same as those for teachers, secretaries and custodians. Before beginning one's volunteer service, St. Bernard Regional Catholic School must have the following security clearances on file:

1. Pennsylvania Criminal History Record Check
2. Child Abuse History Clearance
3. FBI Fingerprint Clearance or a Notarized Affidavit
4. Mandated and Permissive Reporting Training
5. Virtus Training
6. Signed Code of Pastoral Conduct

Each must be less than one year old on the date that volunteer service is to begin. The original copy of each will be presented to the school. The school will photocopy the clearances and return the originals to the owner. A volunteer file containing these documents will be created and permanently maintained for each volunteer.

Volunteers who work directly with children, and experience a break in volunteer service of one or more years, must submit new security clearances (less than one year old) before resuming their volunteer activity.

Individuals who volunteer in a capacity that does not put them into direct contact with children on a regular basis do not have to complete this requirement. This includes activities such as Manna sales and family mail. These requirements also do not apply for one-time events such as guest-speaking or field trip chaperoning.

Requirements for Sports and other School-Based Activities

Each head coach or activity sponsor must provide the administration with a complete list of all coaches and volunteers with their activity before the activity commences. All volunteers must be approved through the school before beginning their service. No volunteer may work alone with a child or small group of children. Two adults must be present at any school-based or sponsored activity. Any inappropriate conduct towards a child, witnessed or suspected, must be reported immediately to the principal and/or law enforcement.

PARENTAL COMPLIANCE

The safe, orderly, and effective operation of our school requires the full cooperation of all parents. While we respect and value the input and opinions of parents and encourage their expression, parents must comply with all policies, directives and decisions of St. Bernard Regional Catholic School as a condition of enrollment.

Parents have the right to discuss disciplinary matters and other decisions with the principal, and they may appeal a policy or decision to the Superintendent of Catholic Schools if they disagree with it. They must, however, comply with all school policies and the decisions of the principal while they are making their appeal.

The refusal of parents to comply with the policies and/or directives of the school or the instructing of their children not to comply with them may result in the immediate administrative separation of their child from St. Bernard Regional Catholic School.

Administrative Separation

An administrative separation does not constitute an expulsion, as it is a result of the actions of the parent, and will not appear on the child's records as such. It does mean, however, that the child may not attend St. Bernard Regional Catholic School as a result of parental non-compliance with our policies or decisions.

Parental Conduct

Parents are expected to comply with standards of Christian behavior at all times in their interactions with school staff, teachers, clergy, parents and students. Parental misconduct towards any participant in the school (false reports, inappropriate language, threats, gross disrespect, etc.) may result in the immediate administrative separation of their child from St. Bernard Regional Catholic School.

Welcome to St. Bernard School PTG!

The mission of the PTG centers on providing activities and services that enhance the academic, spiritual, and social experiences of our wonderful students.

We are a "Share the Good" organization in which all families are urged to participate.

The PTG is directed by a group of men and women who have been elected by parents. They are, like you, busy professionals who have been gracious enough to donate a portion of their precious time to direct the activities of the PTG – helping to make St. Bernard Regional Catholic School the exceptional spiritual and academic environment that it is.

Our board's objective is to simplify the act of volunteering so that every family will "Share the Good" that will result when we work together. So don't be surprised if you get a call or an email asking you to make a call or run an errand or help out in some other way. If you see a sign-up sheet floating around, go ahead and volunteer – you have our promise that you will have a great experience.

The PTG Executive Board is committed to being your voice and is always open to hearing your ideas. We hope you will feel free to contact anyone of us at any time during the school year. A list of our contact information can be found in this handbook.

We look forward to Sharing the Good together with you. See you soon.

Very truly yours,

The PTG Executive Board

STUDENT/PARENT HANDBOOK VERIFICATION

By my/our signature(s) below, I/we verify that I/we have read the Student/Parent Handbook and reviewed it with my/our child(ren).

Family Name: _____

(Please Print)

Parent/Guardian

Date

Parent/Guardian

Date

**Please sign, date and return this form to the school office after you have read the Student/Parent Handbook. Thank you.*