



PARENT-
STUDENT
HANDBOOK

Table of Contents

<u>Title</u>	<u>Page</u>
<u>School Mission and Structure</u>	
Type of School	4
School Mission	4
School Philosophy	4
School Goals	4
Local Policy Making	5
Communications and Handling of Concerns	5
Parent Teacher Organization (P.T.O.)	5
<u>Admission, Registration, and Tuition</u>	
Admission and Registration	6
Kindergarten Admission	7
Participating Parishioner Policy	7
Tuition	7
Parental Service	8
<u>The School Day</u>	
Arrival and Dismissal Procedures	8
Attendance	9
Tardiness	10
Early Dismissal	11
Transportation	11
Lunch Program	11
Visitors	12
<u>Health and Safety</u>	
Emergency Cards	12
Illness and Injury	12
Medication	12
Immunization	13
Emergency Procedures	13
Decree on Child Abuse	14
AIDS Policy	14
<u>Dress Code</u>	
Dress Code for Girls	14
Dress Code for Boys	16
Gym Clothes for All Students	17
Dress Code for non-uniform days	17
Dress Code for Graduation & Confirmation	17
<u>Code of Conduct</u>	

Expectations for Parents	17
Expectations for Students	18
Expectations for Lunch, Playgorund and Recess	19
Care of School Property	19
Textbooks and Tablets	19

<u>Title</u>	<u>Page</u>
---------------------	--------------------

Academic Dishonesty	20
Bullying	20
Cell Phones/Electronic Devices	20
Harassment	21
Weapons	21
Proper Bus Conduct	21
Substance Abuse Policy	21

Discipline Procedure

Grades K-2	22
Grades 3-8	22
Behavior Plans	22
Detentions	22
Suspension	22
Expulsion	23
Immediate Removal	23

Instructional Program

Homework	24
Testing program	24
Report cards	24
Interims	25
Promotion, Assignment & Retention	25
Summer School/Tutoring	26
Parent Conferences	26
Field trips	26
Student Service Hour Requirements	26
Auxiliary Services	27
Library	27
Privacy of Records/Transfer of Records	27
Awards	27
Internet Information	27

SCHOOL MISSION AND STRUCTURE

TYPE OF SCHOOL

St. Bernadette School is chartered and approved by the State of Ohio as an elementary school, offering instruction for grades Kindergarten through Eight. St. Bernadette is a parish elementary school operated, supported and directed as part of a parish sponsored educational program pursuant to the policies of the Archdiocesan Education Commission and the laws of the State of Ohio.

SCHOOL MISSION

St. Bernadette School serves the parish communities of St. Bernadette Church (Amelia), St. Mary Church (Bethel), St. Peter Church (New Richmond), as well as non-parish-affiliated families. The mission of St. Bernadette School is to provide the education of the whole student blending academic learning with faith development and moral formation in accordance with the philosophy of the Catholic Church. The St. Bernadette School community is dedicated to creating an environment which develops the whole child spiritually, intellectually, emotionally, physically and socially in order to prepare students for active and mature participation in their Church, family and society.

SCHOOL PHILOSOPHY

ACADEMIC EXCELLENCE AND FULFILLMENT OF SELF FOR THE GLORY OF GOD

St. Bernadette School is committed to offering a quality Catholic Education for each student. The student's entire personality is considered in the learning situation as individual needs are recognized and met with the loving support and cooperation of parents. We will foster each student's development as a total person. Academic excellence and fulfillment of self through quality education are our emphases for each student.

SCHOOL GOALS

In accordance with the foregoing philosophy, the following goals are set forth for Saint Bernadette School.

1. To help students realize the worth and dignity of each person, and to foster a truly Christian spirit of respect and cooperation among all members of our community.
2. To help each student recognize and develop his/her own characteristics, talents, and unique personality.
3. To develop proper respect for rights and property of others.
4. To help each student develop moral values which will be reflected in daily Christian living.
5. To promote individual and group interaction among students, faculty, principal and pastor.
6. To promote a proper learning environment including test material, techniques, and evaluation procedures to serve as a framework for individual and group progress.

7. To provide students with optimum learning opportunities: to instill in them the desire to learn and extend the use of this knowledge, religious and secular, beyond the limits of the classroom.
8. To develop social awareness of peace and justice, of our global membership, of proper use of our limited natural resources, and of proper appreciation and respect for all minorities.
9. To encourage staff members to take an interest in the outside activities of students and to be available to students and their parents.
10. To facilitate the dynamic growth of educational excellence by studying and implementing new programs and methods, by introducing faculty and staff to the rationale of the Catholic School, and by supporting an ongoing program of faculty and administrative appraisal and development.

LOCAL POLICY MAKING

The Pastor and Principal invite concerns about any existing policy or the need for a particular policy (e.g., admission policy, class size policy, tuition policy). If a parent or parishioner has a concern, he/she should contact the Principal or Pastor. Individual instruction and disciplinary issues should be addressed first to the teacher(s) and then to the Principal.

COMMUNICATIONS AND HANDLING OF CONCERNS

St. Bernadette School is a community of people. From time to time problems, concerns and conflicts will arise. Our goal is to approach conflicts as differences that can be solved co-operatively and charitably.

In order to promote open communication, concerns must be first discussed among the parties involved at the lowest level.

1. If a parent has a concern or question about an administrative decision or practice, contact the principal.
2.
 - a. If a parent has a concern or question about something involving a teacher and their child (e.g., class instruction, discipline), contact the teacher.
 - b. If the initial conference does not resolve the concern or question, then contact the principal.
 - c. If the matter is still unresolved, request a conference with the teacher and the principal.
3. If the parent has worked with the teacher and the principal, and is still dissatisfied how a matter has been resolved, the parent may contact the Pastor.

**If a parent has a concern about another student at the school, the parent should contact the child's teacher or the principal. The school staff person will then facilitate communication about the concern. Parents not present in a supervisory capacity should not directly approach or interrogate or reprimand other students at school about problems or concerns. When handling any concern between a parent and another student, all parents involved must have prior notification of the situation and how it will be addressed, and a school staff person must be present.

PARENT TEACHER ORGANIZATION (P.T.O.)

The objectives of the St. Bernadette Parent-Teacher Organization are:

1. To support the Principal, teachers and staff in their mission to educate children in the Catholic Faith.
2. To work with the Principal, teachers and staff to enhance a strong relationship with participating families through communications and informational programs.

3. To provide the school and the Parish with financial assistance for student and parent enrichment activities and social opportunities through regularly scheduled fund-raising events.

Membership is open to parents and guardians of all students attending St. Bernadette School. Meetings dates will be published at the beginning of each school year.

The PTO invites ideas for fund-raising and enrichment programs. Please submit them in writing to the attention of the Principal or PTO President one (1) week prior to the general meeting so the matter can be placed on the agenda.

ADMISSION, REGISTRATION AND TUITION

ADMISSION AND REGISTRATION

St. Bernadette School does not discriminate on the basis of sex, race, religion, or national origin in its admission or educational policies.

Admission shall not be based solely on ability or achievement. However, St. Bernadette School will not admit those students whose educational needs cannot be met unless special arrangements have been made between the parent and the school administration.

A parent wishing to have their child admitted as a NEW student at St. Bernadette School in grades K-8 must provide the following with the registration documents: the child's immunization records; a copy of the child's birth certificate; all appropriate registration fees; and a copy of the child's baptismal record.

For the registration of a child during the school year the admission of the child shall be conditional pending documentation of any outstanding questions regarding custody and pending the review of the child's record from his or her previous school.

A registration period will be established each year. Registration forms and fees are due at the end of this period. **Returning students** will then be enrolled if tuition payments are current (or other arrangements have been made in writing with the pastor). If space is available, **new students** will be enrolled according the following criteria:

- 1st Priority – Children of **participating** St. Bernadette parishioners whose **siblings** are currently enrolled at St. Bernadette School.
- 2nd Priority-Children of **participating** St. Mary (Bethel) and St. Peter (New Richmond) parishioners whose **siblings** are currently enrolled at St. Bernadette School.
- 3rd Priority – Children of **participating** St. Bernadette parishioners.
- 4th priority – Children of **participating** parishioners registered at St. Mary (Bethel) and St. Peter (New Richmond).
- 5th priority – Children of non-participating parishioners.
- 6th priority – Children of non-Catholic families.

If the number of applicants at any priority level exceeds the number of available places in a class, selection will be by lottery drawing.

After a class is closed in any grade, a **waiting list** is established. When vacancies occur, students will be accepted according to their number on the waiting list. **ALL STUDENTS MUST RE-REGISTER EVERY YEAR DURING THE REGISTRATION PERIOD.**

Students who register after the registration period will be enrolled or added to the waiting lists on a **first come, first served basis**. Dates for registration are published in the school newsletter and parish bulletins. They may also be obtained by contacting the school office after January 1.

KINDERGARTEN ADMISSION

Students entering kindergarten must be five years old by September 30 of their kindergarten year. St. Bernadette School follows the Archdiocesan Commission on Education Policies #501.01 – Kindergarten and #501.02 – School Age.

PARTICIPATING PARISHIONER POLICY

The Catholic elementary school is by far the most expensive ministry to which St. Bernadette Parish has committed itself. The whole Parish community has assumed a substantial financial obligation to provide a Catholic education while keeping the cost for each school family as low as possible. St. Bernadette Parish rightly expects a commitment to the Parish from the families who benefit from this Parish support of the school.

In order to *qualify* for Parish tuition assistance a family must be accepted by the Parish as a Participating Parishioner. This acceptance is based on regular attendance at weekend Liturgies—which is tracked through the use of family envelopes—and regular contributions to the offertory collection according to the financial means of the family.

In order to *maintain* tuition assistance a family must maintain Participating Parishioner status. This status will be reviewed regularly by the Parish office. Tuition will be adjusted if there is a change in Participating Parishioner status.

A family new to the Parish must present a letter from their previous pastor acknowledging them as Participating Parishioners. If it is acceptable to the Parish office, this letter will qualify them for Parish tuition assistance. If no letter is presented, the family will pay full tuition for one quarter, during which time they can establish themselves as Participating Parishioners here at St. Bernadette Parish.

TUITION

Tuition information can be found on our website (www.stbernadetteamelia.org) under “Admission” then “Registration” and is also available in the school office.

Details regarding additional financial assistance and tuition payments can also be found on our website.

Families who enroll or move during the school year will pay:

<u>To Enroll</u>		<u>TO MOVE/WITHDRAW</u>	
First Trimester pay	100 %	First Trimester	34 %
Second Trimester pay	67 %	Second Trimester	67 %
Third Trimester	34 %	Third Trimester pay	100%

A family moving from the parish and/or withdrawing from school should notify the principal in ample time. All records are transferred to the new school when written permission is received in the school office and **financial accounts are up-to-date.**

When any student leaves during the school year without having paid the proper tuition costs, academic records will be withheld from the receiving school until payment has been made or until the Pastor has been consulted.

PARENTAL SERVICE

The cost of educating one student at St. Bernadette School is approximately \$6,000.00 per year. The school rightly expects parents to significantly assist the school and/or parish beyond tuition payments and Sunday offerings. St. Bernadette Parish depends extensively on volunteer efforts and on fund raising activities such as Reds Game Concessions and the Festival to keep education affordable.

St. Bernadette parishioners are asked to work a minimum of fourteen (14) service hours per trimester for a total of forty (42) per year (July through June). No more than 20 hours can be accumulated at Festival. Families not affiliated with St. Bernadette parish are asked to work twelve (12) parental service hours in recognition of the parish's support of the school.

Service-hour work frequently supports the day-to-day running of the parish and school. Examples include, but are not limited to: School playground monitoring, serving lunch, assisting teachers with various tasks, Booster volunteer work, parish Festival work, help with school and parish fundraising events such as Reds concessions, PTO fundraisers, etc. **Service beyond the minimum is certainly needed and gratefully accepted.**

THE SCHOOL DAY

ARRIVAL AND DISMISSAL PROCEDURES

School begins at 8:00 a.m. and dismissal is at 3:00 p.m. The school office is open from 7:30 a.m. to 3:30 p.m. during the school year.

The school does not provide supervision for children before 7:30 a.m. The Latchkey program will care for all children between the hours of 6:30 and 7:30 a.m. At no time should parents drop children off before supervision is available.

No children are permitted on the playground before school until a school employee arrives for before-school recess.

To ensure the safety of our students, please do not use the drive between the school and the modular. That is reserved for bus traffic before, during and after school.

MORNING PROCEDURE

Bus riders will be dropped off at the end of the playground, between the school and the modular, and the bus will proceed behind the gymnasium and onto Locust Lake Drive. Cars should drop students off in the parking lot between Stievenard Hall and gym, proceeding out of the lot onto Locust Lake.

Please note carefully the before-school schedule:

7:30 – Children may not arrive at school before this time unless going to the Latchkey program. The school will not provide supervision for, or be responsible for the safety of children on the school grounds before this time. Children arriving before 7:30 a.m. will be sent to the Latchkey program and parents will be billed.

Parents who are bringing children in the morning need to park in the lot and walk their child(ren) past the orange cones.

7:45 - Children will line up and be escorted into the building by their teacher.

Note: On rainy days when children are not on the playground before school, the children will report to the gymnasium and be seated on the bleachers. There is to be no playing in the gymnasium before school starts. The teacher in charge will open and supervise the gymnasium until the classroom teachers take responsibility for their class in the gymnasium at 7:45.

AFTERNOON PROCEDURE

All bus riders will leave the building by the south doors (facing the modular), or the modular itself. Buses will enter the property via the modular driveway, pick children up between the buildings, and leave behind the gym to Locust Lake Road. The car riders and walkers will be dismissed out the west entrance. Cars should park in the lot between the Church and gym. A classroom teacher will bring the children to the lot. To avoid as much confusion as possible at the end of the day, parents are requested to wait outside the building for their children.

****Typically, bus riders are released first, then car-riders. Latchkey students will then be released to the Latchkey supervising adult. Car-riders still waiting by this time will be released to the latchkey program and parents will be billed accordingly.**

For the children’s safety at dismissal, cars should park in the school lot between the traffic cones and Locust Lake Rd., or the parish lot, or behind Ventura Hall. Parents are to come to the playground to collect their child(ren). Students will not be permitted to walk to a car unattended. Cars should depart directly onto Locust Lake Road.

To ensure the safety of the students, please do not drive beyond the cones on the school playground (including the basketball area near Locust Lake Road) during school hours. Visitors and volunteers should park in the area of the parking lot between Locust Lake Road and the cones, the Parish Office lot or behind the gym. Thank you!

ATTENDANCE

Regular attendance is expected of all students. Do not send a sick child to school. If a child is going to be absent, please notify the school office before 8:15 AM. Parents may call before the office opens and leave a message on the answering machine.

St. Bernadette School follows the definitions and policies of West Clermont Local School District and Clermont County Juvenile Court regarding tardies, absences and truancy. Excused absences are defined as:

- personal illness
- death in the family
- the funeral of a relative
- other extenuating circumstances as approved by the Principal.

In the cases of excused absences, teachers will provide the work that was missed upon the student's return, or at the end of each missed day, for a parent to pick up.

On the day the student returns to school, he/she must bring a note to the homeroom teacher from the parent containing the child's name, date(s) absent, reason for the absence and parent signature. If absences due to illness become excessive, the Principal may require a doctor's verification.

All other absences, including those requested by a parent, are considered unexcused. A student who is absent a minimum of two and one-half hours is considered to be absent one-half day. ***In accord with WCLSD policies, three "unexcused tardies" is equal to one "unexcused absence".***

The Clermont County Juvenile Court has the following policy: a "First Notice of Truancy" is sent to parents and to Juvenile Court after five days of unexcused absences, and the Principal sets up a conference with parents to discuss school attendance; after twelve days of unexcused absences a second notice is sent and a formal complaint is filed with Juvenile Court; after fifteen days of unexcused absences a third notice is sent. In each case, the Court may decide to mediate the case or may schedule a Court hearing. After fifteen days of truancy, the student may be recommended for expulsion.

VACATION (ELECTIVE) ABSENCES

Children learn best by attending school daily. Absences for vacations interrupt the natural flow of acquiring concepts, and can affect learning. Elective absences are therefore discouraged and are counted as unexcused absences. In certain circumstances, family time can be an excused absence with prior approval by the principal. These arrangements must be made in advance.

Teachers are not required to provide school work or individual instruction or tutoring for unexcused absences. Parents who wish to take a student out of school because of a trip or a vacation assume responsibility for all the learning and the school work missed. Parents are advised to keep track of missed concepts and work via Ascend. It is not the teacher's or the school's responsibility to see that all missing work is provided or is made up for elective absences. School work will not be provided in advance, unless it is already prepared, and the teacher prefers to make it available.

Parents should first contact the principal in the event of an elective absence. Depending on the length of the absence, a schedule of returning to current learning and work may need to be established. Otherwise, the student will be expected to rejoin the curriculum upon re-entry. Arrangements for

making up scheduled tests will be made for the student's recess or for after school, at the teacher's discretion.

TARDINESS

Students who arrive at school after 8:00 a.m. must report to the office to obtain a tardy slip, which they must then present to the homeroom teacher. If children are repeatedly tardy, the parents will be contacted by the principal to determine the reason. The only exception is if the student is tardy due to illness or a late bus arrival.

If a student misses two and one-half hours of school, this will be considered one-half day absence. This standard will also be applied when a student leaves school in the PM and there is more than two and one-half hours of school remaining. Any time frame less than two and one-half hours will be treated as a "tardy".

EARLY DISMISSAL

If a child must be dismissed from school early, the parent must request permission in writing or personally call the school office by 1:30 p.m. If any person other than a parent is to pick up the child, the parent must submit the authorized person's name to the school office in writing the morning of the early dismissal. Any person picking up a student before 3:00 p.m. must sign the daily dismissal form.

TRANSPORTATION

Ohio law requires free school bus transportation for private school students in grades K-8. Students are transported to St. Bernadette School from the public school districts of West Clermont, New Richmond, Williamsburg, Batavia and Bethel.

POLICIES FOR CHANGES IN DAY-TO-DAY BUS TRANSPORTATION

If your child normally rides the bus home but will not do so on a particular day, either notify the school in writing or call the school office **no later than 2:00 p.m.** to notify us of a change in transportation. If we do not receive a written or verbal message from you about a change in transportation, your child must get on the bus at the end of the day.

If you have any questions about bus transportation, please call the school office (753-4744). Phone numbers for the transportation systems that we use are:

West Clermont	752-4020	Batavia	732-0935
Bethel Tate	734-2238	Williamsburg	724-3077
New Richmond	553-0266		

Since the majority of our students come from the West Clermont Local School District, we follow their transportation schedule for emergencies. (See Emergency School Closings) Students are assigned to specific busses by the proper transportation system at the beginning of each school year. Students are expected to ride the assigned bus.

LUNCH PROGRAM

St. Bernadette School participates in the Federal Lunch Program. A hot meal is available to all students. Free or reduced lunches are available to qualifying families. Forms for free and reduced lunches are distributed at the beginning of each school year, are available in the office, and on the school website. Milk and water are available to students who pack their lunch. **Please mark lunch bags and boxes clearly with students' names.** Students are not allowed to have carbonated soft drinks for lunch. If the drink states "10% fruit juice" it is permitted. Students must eat lunch. If a student has nothing to eat, he/she will be required to charge a lunch. **No fast food meals** are permitted except when being sponsored by the school function with prior approval of the principal. No outside organizations are to sell candy before or after school.

Volunteers help serve lunches. (See Parental Volunteer Program)

VISITORS

All parents and visitors must report directly to the school office when entering the school building and obtain a **VISITOR PASS** (per Section 11.17, Board of Education Rules and Regulations, and Section 2917.211, Ohio Revised Code). **Please do not go directly to the classroom or lunchroom without first signing in at the school office and obtaining permission to proceed to the classroom.**

HEALTH AND SAFETY

EMERGENCY FORM

Emergency forms for each student are sent with registration packets. They will remain in the school office and a copy will be made for each homeroom teacher. We are required by law to have an emergency form for each student on file at all times. It is essential this form specifies what medical attention parents wish for their child(ren) and where parents can be reached during the day in case of an emergency. We also need to know any prescription or non-prescription medications the children take on a regular basis, both at home and at school. **If you have changes in emergency numbers during the school year, please contact the school office.**

ILLNESS AND INJURY

Any and all accidents on school property should be immediately reported to the principal's office.

If a child becomes ill or has a minor accident during school hours, the child should contact a teacher who will send him/her to the office for proper treatment. If the accident or illness warrants it, the child's parent/guardian will be notified. He/she may then according to instruction of the parent/guardian, be referred to the family physician, be sent or taken home, or be hospitalized. In the event of a serious accident, both the rescue squad and the parent/guardian will be notified immediately. In the event a parent/guardian cannot be reached, directions given on emergency permission slips will be reasonably followed.

MEDICATION

Rules for administration of prescription and no-prescription drugs:

1. Parents/guardians should request that whenever possible, doctors prescribe that medication be given to students at times other than school hours.

2. If medication must be given during school hours, parents/guardians are encouraged to come to school and administer the medication.
3. In the event that medication must be administered to a student by someone other than a qualified doctor, private nurse, or student's parent/guardian during normal school hours, or while the student is on school premises, participating in or attending school functions, the following procedure must be followed:
 - A) Written request must be obtained from the physician and the parent/guardian before any prescription or non-prescription medication may be administered by school personnel. The request must include instructions as to name of medication, dosage, time, and duration of medication, and possible side effects. An authorization/release form is included at the end of this handbook. A faxed copy may be accepted from the physician. When medication is to be administered for two weeks or more, a hard copy must also be sent to the school office.
 - B) Prescription and non-prescription medication must be in **original containers** (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration.
 - C) All medication to be taken by students will be locked in the Nurse's Office.
 - D) The principal or an authorized adult will administer or dispense the medication to students according to doctor's instructions.

Parents should either bring the medication and signed permission forms to school themselves or send them with a responsible adult.

IMMUNIZATION

Ohio law states, "No pupil shall be admitted to school, unless such has presented written evidence that he/she has received, or is in the process of receiving immunization against polio, rubella (regular measles – 10 days), diphtheria, pertussis (whooping cough), tetanus, and rubella (German measles)." According to law, an immunization record must be kept on file for every pupil. A pupil new to the school has fourteen days to comply with the law. Exceptions are taken under special consideration with required documents signed by the parent/guardian. This will be kept on file. The Department of Health requires that students entering seventh grade have received a second dose of the Measles, Mumps, and Rubella (MMR) vaccine.

EMERGENCY PROCEDURES

DRILLS

Fire and tornado drills are held in accordance with Ohio State Law. Directions for evacuation of the building are posted in each room. **Students are expected to maintain absolute silence during these emergency drills.**

PHONE USAGE

Students are permitted to use the phone only in case of emergency. Cell phones and other personal electronic devices may not be used during school hours. They are not to be visible, heard, used or ON during school hours, unless specifically permitted and supervised by a teacher. Students using a cell phone during school hours will receive disciplinary action, and the phone will be confiscated and the parent may pick it up in the main office.

EMERGENCY SCHOOL CLOSING

In case of emergency school closing of any kind, St. Bernadette School follows the course of action taken by the West Clermont School District, unless specifically stated otherwise. In the event of threatening weather, listen to the radio for information.

Students in districts other than West Clermont will not be considered tardy if their school district is on an hour delay or has early dismissal. If other district schools are closed and West Clermont Schools are open, it is the parents' responsibility to provide transportation for their children.

If St. Bernadette School has to dismiss students early during the school day due to weather, etc., we will contact each family at their work or home phone number located on the emergency card.

ARCHDIOCESE OF CINCINNATI DECREE ON CHILD PROTECTION

Effective March 1993, the Archdiocese of Cincinnati instituted a Child Protection Decree with both a prevention and a response component. The decree, in its entirety, was revised in 2013, and is available at the school office, the parish office, and the Archdiocesan website.

All clerics, employees or regular volunteers are to read this Decree and to be familiar with its contents, especially the obligations for reporting suspected child abuse to civil and Church authorities and the consequences of failure to report. All employees must be Virtus trained, stay current with training bulletins, must be fingerprinted and checked through the Ohio BCI, and registered with Selection.com. All regular volunteers (volunteering with children present one hour or more **per year**) must attend Virtus training and stay current with training bulletins.

All suspected instances of child abuse or neglect must be reported by the principal to a designated governmental agency. Procedures for reporting such instances and information relevant to identifying victims shall be made available to all certified personnel and school employees.

According to the Decree, at least two adults must be present for any parish- or school-sponsored activity for children, and corporal punishment and abusive language may not be used to discipline a child.

AIDS POLICY

St. Bernadette School adopted the policy, guidelines, and procedures of the Archdiocese that stipulate, "Each instance of AIDS involving a student or an employee shall be treated as a strictly confidential and as an individual matter." Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual privacy and needs.

SCREENING STUDENTS

Vision and hearing screening will be done under the direction of the school nurse for grades K, 1, 3 and 7. Second grade screening and audiograms will be done subsequently with referrals and follow-ups.

Speech and hearing therapy is provided to all students who qualify for this program.

DRESS CODE

Rev. 10.1.15

Clothing **and general appearance** must be modest, clean and neat. Casson/Schoolbelles Uniform Company is the official provider of the uniform plaid jumper and plaid skirt. Our school code is S1952. No stretch material is permitted. Keep in mind the spirit of the rule, not the letter. In all dress code

matters (both on uniform and non-uniform days); the principal reserves the right to decide whether or not something conforms to the dress code.

DRESS CODE FOR GIRLS

Grades K-3 Plaid jumper ordered through Casson Schoolbelles Uniform Company. The hem is to be *at a modest and appropriate length.*

Grades 4-8 Plaid skirt ordered through Casson Schoolbelles Uniform Company. The hem is to be *at a modest and appropriate length.*

Skirt/Skort *Khaki* uniform *skirt/skort* may be worn in place of a *plaid* jumper or *plaid* skirt. No logos, labels or designs. *The hem is to be at a modest and appropriate length.*

Slacks Khaki uniform slacks may be worn. No logos, labels, designs, or pockets on the knees. No rivets or studs. Slacks are not to drag the ground. Slacks are to be straight legged and full waisted. *A belt should be worn with slacks that have belt loops.*

Shorts Khaki shorts may be worn between April 15 and November 1, unless otherwise noted. Shorts must be securely fastened at the waistline *and be of a modest and appropriate length. A belt must be worn if shorts have belt loops.*

Tops White, collared, long- or short-sleeved button-down blouse; short- or long- sleeved forest green or gold polo shirt with official school logo purchased at BlackoutTees in Eastgate Mall; short- or long-sleeved white knit polo shirt with or without official school logo. Please note: **Effective beginning with the 2016-2017 school year, white knit polo shirts must bear the official school logo.** Girls in grades K-3 may also wear a plain white turtleneck under the plaid jumper, only. Except for the collar of plain white t-shirts, shirts worn under uniform shirts must not be visible. Top must be tucked in.

Sweaters Navy blue pullover or cardigan sweaters. No logos.

Sweatshirts Official gray or forest green St. Bernadette sweatshirt with a school logo, purchased at BlackoutTees in Eastgate mall, may be worn. These must be worn over a uniform *top*. **Hooded sweatshirts may be worn outside, only.**

Shoes *For student safety*, all shoes must be closed, sturdy shoes. Solid black, dark brown or navy blue dress shoes may be worn. Athletic shoes must be primarily white or black or neutral in color (brown, tan, gray) —not high-tops—with matching laces (white with white, black with black). No sandals, *flip-flops*, or backless shoes. Boots designed for indoor wear may be worn in cold weather months, only. They must be neutral in color, free of ornamentation or elaborate buckles, with a solid sole and no heel.

Socks Navy blue, black, or white socks only. Socks must be visible above the shoes. Only crew socks *covering the ankles* or knee socks are acceptable wear.

Tights Solid blue, black or white tights may be worn. Hose and sweat pants may not be worn beneath jumpers or skirts. Black leggings with the official school logo may be worn with socks: ankles must be covered.

Hair Hair must be neat, clean, and well-groomed and shall not create a safety or health hazard. Natural hair color may not be altered. Exotic hairstyles are not permitted. Hair, if altered, must be restored to normal before a student is permitted to return to class.

Jewelry and Makeup

Jewelry is not school wear. Earrings must be fastened to the earlobe, and may not dangle beneath the earlobe. Only one earring per ear may be worn at a time. Makeup, including nail polish, may not be worn at school. No other body piercing is permitted. Tattoos are not permitted.

<p>www.schoolbelles.com School Code = S1952 www.stb.blackouttees.com 604-8337 Mon.– Fri. 9:00 a.m.-5:00 p.m.</p>
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DRESS CODE FOR BOYS

Shirts Long- or short-sleeved white button-down dress shirt; short- or long- sleeved forest green or gold polo shirt with official school logo purchased at BlackoutTees in Eastgate Mall; short- or long-sleeved white knit polo shirt with or without official school logo. **Effective beginning with the 2016-2017 school year, white knit polo shirts must bear the official school logo.**

Except for the collar of plain white t-shirts, shirts worn under uniform shirts must not be visible. Shirts must be tucked in and pant waist band showing.

Slacks Khaki uniform slacks. No logos, labels, *or* designs; no pockets on the knees (cargo); no rivets or studs. ***A belt must be worn if slacks have belt loops.*** Pants must be securely fastened at the waistline and straight legged. No drooping is acceptable. Pants are not to drag on the ground.

Shorts Khaki shorts may be worn between April 15 and November 1 unless otherwise noted. Shorts must be securely fastened at the waistline ***and be of a modest and appropriate length. A belt must be worn if shorts have belt loops.***

Sweaters Navy blue pullover or button-down sweater. No logos.

Sweatshirts Official gray or forest green St. Bernadette sweatshirt with a school logo, purchased at BlackoutTees in Eastgate Mall, may be worn and must be worn over a uniform shirt. **Hooded sweatshirts may be worn outside, only.**

Shoes *For student safety*, all shoes must be closed, sturdy shoes. Solid black or dark brown dress shoes may be worn. Athletic shoes must be primarily white or black or neutral in color (brown, tan, gray) —not high-tops—with matching laces (white with white, black with black). No sandals, flip-flops, boots or backless shoes.

Socks White or black crew socks only. Socks must be visible above the shoes *and cover the ankles*.

Hair Hair must be neat, clean, and well-groomed and shall not create a safety or health hazard. Natural hair color may not be altered. Exotic hairstyles, including decorative shavings, are not permitted. Hair, if altered, must be restored to normal before a student is permitted to return to class.

Jewelry Jewelry is not school wear. Boys’ earrings are not permitted. No other body piercing is permitted. Tattoos are not permitted.

GYM CLOTHES FOR ALL STUDENTS

Students do not change for Physical Education. Gym shoes must be worn.

DRESS CODE FOR NON-UNIFORM DAYS

Shirts must have sleeves and must extend to the waistline of the pants. NO inappropriate or provocative logos or slogans. Clothing depicting themes or logos of a Christian nature or pertaining to the school’s or sports teams is permitted.

Dresses and Skirts: Hems must be at a modest and appropriate length. Dresses must have sleeves that cover the shoulders and the tops of the arms. No revealing necklines or designs that reveal the back. No sheer, see-through material.

As a rule of thumb, modesty should be shown in clothing. Clothing that is immodest or does not meet these standards may not be worn. If it is, students will need to replace it before being admitted to class.

GRADUATION DRESS AND CONFIRMATION DRESS.

Students are expected to dress appropriately for the Graduation and Confirmation mass and ceremony. Dresses should be modest, with modest necklines, and appropriate fit. Shoulders must be covered. Boys are expected to wear a shirt and tie with dress pants. Dress shoes are recommended wear for these occasions. No sheer, or see through materials are appropriate wear for these occasions.

DRESS CODE FOR OTHER SCHOOL FUNCTIONS

Appropriate wear will be designated by the Principal, Music Teacher, Drama Director for special occasions such as Christmas play, School Drama production, and other special school functions during the school year. Dress code for field trips will be determined by the teacher in charge.

CODE OF CONDUCT

The goal of the conduct code of St. Bernadette is to have students exercise self-control; students should conduct themselves in a manner of respect for self, others and property. In order to achieve this goal,

self-discipline must be taught and monitored. Good student conduct is important in order to have a positive classroom and safe school environment in which each child can achieve spiritual, academic and personal growth. The support of parents is an integral element of our school discipline.

EXPECTATIONS FOR PARENTS

Parents are the primary teachers of their children and therefore are expected to support the mission of St. Bernadette by demonstrating the following behaviors:

- a Christ-like attitude will be maintained by staff, faculty and parent/guardian
- the process of resolving disagreement will start confidentially and directly with the teacher involved.(includes all written, verbal and electronic communication).
- checking Ascend accounts for all students weekly to monitor child’s performance and conduct
- if active communication with the teacher needs further action, parents should meet with the principal.
- all public communication concerning St. Bernadette Parish, school, faculty and staff, other students and families should be positive, encouraging and constructive.
- students are at school on time
- read, understand, and sign off on the Code of Conduct
- parents support St. Bernadette discipline efforts at home

EXPECTATIONS FOR STUDENTS

Each teacher posts classroom rules and consequences and reviews them regularly with the students. Students are expected to conduct themselves in a Christ-like manner at all times by demonstrating the following behaviors:

- respect everyone in words and actions
- respect the property of school and fellow students
- use appropriate language
- arrive prepared with necessary supplies with completed homework
- put forth their best effort in everything
- obey all school, classroom, cafeteria, playground, and bus rules
- be in the places they are scheduled to be
- remember that they are representatives of St. Bernadette School and must at all times, even off school property, behave in a manner that supports our good reputation.

The following are age-appropriate expectations for the classroom:

KINDERGARTEN

Shares	Follows directions	Takes turns
Interacts well with peers	Completes work	Works independently

Demonstrates self-control	Cares for personal belongings	Cares for classroom property
Is attentive when others speak	Exhibits adequate attention span	Shows reverence during prayer

GRADES 1-3

Shows reverence during prayer	Works without disturbing others	Is courteous and cooperative
Speaks at appropriate times	Listens while others are speaking	Makes good use of time and materials
Completes assigned work	Follows directions	Respects authority
Works well in groups	Comes to class prepared	Observes school regulations

GRADES 4-8

Shows reverence during prayer	Listens while others speak	Respects the property of others
Demonstrates honesty and integrity	Works without disturbing others	Makes good use of time and materials
Completes assigned work	Follows directions	Respects authority
Works well in groups	Comes to class prepared	Observes school regulations
Respects the rights of others	Speaks at appropriate times	Is courteous and cooperative

EXPECTATIONS FOR LUNCH, THE PLAYGROUND AND RECESS

1. Be courteous and respectful at all times.
2. Walk quietly into the cafeteria and proceed through the lunch line or go directly to lunch tables.
3. Remain seated and calm while eating and speak in a quiet manner.
4. Finish lunch before leaving cafeteria.
5. Clean up the table and surrounding area.
6. Remain seated and wait for an adult to dismiss you to recess.
7. Play only in the designated playground areas.
8. Ask permission to retrieve a ball outside the playground.
9. Do not participate in rough sports such as tackle football.
10. Be respectful and obedient to every teacher or adult at all times.
11. Be respectful of each other. There is to be no name calling, teasing, or making fun of other people or excluding other students from participating in playground activities.
12. Report to the playground after lunch unless you have permission to enter the classroom building.

CARE OF SCHOOL PROPERTY

St. Bernadette students should be proud of their school and help to take care of it to the best of their ability. School property includes hallways, doors, classrooms, desks, furniture, restrooms, cafeteria, and lockers. Students are expected to keep their lockers and/or desks neat and orderly. Defacing or damaging school property is strictly prohibited.

TEXTBOOKS AND TABLETS

Textbooks and Tablets are loaned to students annually. It is the student's responsibility to keep books and devices in good condition. Writing in hardback books is not permitted and all textbooks are to be covered, marked with the student's name and grade. Tablets that are issued to students may not have extraneous software added. Students are expected to comply with the expectations for tablet use set forth in tablet training. In order to keep textbooks and tablets safe and in good repair during transport, each student should have a book bag, and students with tablets should use protective cases.

INFRACTIONS

In general, infractions are behaviors that demonstrate a lack in meeting an expectation or following a policy, and require corrective action. While we cannot include every possible behavior, the following includes a few of the more serious infractions:

ACADEMIC DISHONESTY

Plagiarism/cheating is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. Plagiarism is not just about stealing someone else's words, but also about stealing ideas. It includes:

- using a published author's work without providing the author's name and a bibliography
- copying directly from a book, magazine newspaper, song, or Internet without using quotation marks and/or without providing the author's name and a bibliography
- paraphrasing" Putting the text in your own words, and not providing the author's name and a bibliographic citation
- using statistical data or copying maps, charts, graphs, and photos from a book, magazine, newspaper, song or Internet without providing the author's name and bibliographic citation
- using a friend's work by
 - having him tell you the answer or part of the answer
 - copying homework
- allowing a friend to copy from your work in whole or in part
- cheating on a test by
 - using notes when not allowed
 - using a textbook when not allowed
 - looking at someone else's test
 - telling someone else what is on the test

Academic and disciplinary penalties will be determined at the discretion of the principal and teacher and could lead to zero credit being given for the assignment as well as detention.

BULLYING

St. Bernadette accepts the following definitions:

"A student is being bullied when he or she is exposed, *repeatedly and over time*, to negative actions on the part of one or more students. Bullying implies an imbalance in power or strength. The

student who is bullied has difficulty defending himself/herself.” (The Olweus Bullying Prevention Group).

The Ohio State Board of Education defines cyberbullying as “repetitive, hostile behavior with the intent to harm others through the use of information and communication technologies such as Web sites, instant messages, camera phones, etc.”

The Responsible Use of Technology Policy from the Archdiocese and our Code of Conduct cover a wide range of behaviors including all forms of bullying. Our discipline procedures will apply to all misconduct that meets the definition of bullying. Harassment, in any of its forms (see below), is considered bullying when repeated over time.

CELL PHONES/ELECTRONIC DEVICES

Cell phones and other personal electronic devices may not be used during school hours. They are not to be visible, heard, used or ON during school hours. St. Bernadette is not responsible for lost or stolen items. Exceptions to this policy, such as the use of an E-reader, may occur under the supervision of a teacher. During these times, the terms of the Archdiocese Responsible Use of Technology will apply.

Electronic devices with the capacity to take photographs raise concerns about individual privacy. No pictures are to be taken on school property without administrative or teacher authorization. This includes images captured with school-owned devices. St. Bernadette complies with the Archdiocesan directive to refer any images that would be considered “sexting” directly to the police.

Disciplinary action may be taken against those who use electronic means to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property.

HARASSMENT

All allegations of harassment, teasing, or bullying will be taken seriously and promptly investigated. All threats of violence will be taken seriously. A student who, in the opinion of school administration, poses a safety threat to others in the school will be removed from the school setting. Unacceptable conduct includes but is not limited to:

- Verbal conduct - such as derogatory jokes, comments, slurs or unwanted sexual advances
- Visual contact - such as derogatory or sexually oriented posters, photography, cartoons, drawings or gestures.
- Intimidation - the threat or use of physical or emotional harm to the person, property, reputation or family of any student, staff member, or adult.
- Physical contact - such as assault, unwanted touching, blocking normal movements or interfering with work, studies or play for any reason
- Retaliation - any action or threat of action for having reported or threatened to report harassment.

WEAPONS

Real weapons, including pocket knives, are not permitted at school. Students who are found possessing, handling, transmitting or concealing a firearm, knife, other dangerous objects or a weapon replica, will be subject to suspension or expulsion at the discretion of the principal, and the proper legal authorities will be contacted. The object in question will be confiscated.

If a student wants to bring a toy or model weapon to school for a legitimate purpose (e.g. history or social studies project) the parent must consult with the teacher for permission. The toy weapon should be brought to school by the parent and picked up directly from the teacher at the end of the day.

PROPER BUS CONDUCT

Safe school bus transportation depends on proper pupil conduct. Violation of bus rules will result in a student being temporarily or permanently forbidden to ride a school bus. All rules of behavior and conduct that apply to the school also apply when riding the school bus. Eating is not permitted on buses.

SUBSTANCE ABUSE POLICY

In compliance with the Archdiocesan Commission Education Policy, “Students shall not knowingly possess, use, transmit or be under the influence of an intoxicant of any kind, or of any drugs not prescribed for them by a physician.” The possession or use of any actual or look-alike drugs, alcohol, tobacco, or dangerous sprays on school property or on any school related event off school property, will be cause for immediate suspension and/or counseling or expulsion. The administration accepts the responsibility of judgment in these matters.

The administration reserves the right to impose disciplinary measures for any behaviors deemed inappropriate, disrespectful or dangerous to the members of the school community. The principal is the final recourse in all disciplinary situations and may waive or deviate from any disciplinary rules for just cause at his or her discretion.

DISCIPLINE PROCEDURES

GRADES K-2

Each classroom teacher posts classroom rules and consequences and reviews them regularly with the students. The teacher will contact parents as behavioral issues arise. In the event negative behaviors persist, a behavior plan may be developed, or further consultation may be required with the child’s pediatrician or a counselor or psychologist.

GRADES 3-8

The ASCEND conduct system will be used to monitor and communicate infractions. Points are assigned when rules and policies are violated. The accumulation of points may result in a detention. Some behaviors are serious enough to warrant an immediate detention. The accumulation of detentions can result in an in-school or out-of-school suspension in grades 4-8.

BEHAVIOR PLANS

Students may be asked to develop, in collaboration with caring adults, a Student Behavior Plan. These plans are meant to create an awareness regarding certain undesirable behaviors and what is driving their choices. With this awareness, the student is then able to identify behaviors that will better meet his or her needs. Daily and/or weekly feedback with parental support will guide the child to gradual improvement and success.

DETENTIONS

Detentions may be scheduled for before or after school and are supervised by a teacher or the principal. Morning detentions begin at 7:00 a.m., and afternoon detentions last until 3:45 unless otherwise noted.

The activity in detention will vary with the school's needs or the nature of the infraction(s) that led to detention.

SUSPENSION (GRADES 4-8)

In-school or out-of-school suspension may be assigned at the discretion of the principal for chronic misbehavior or when the actions of a student are deemed a serious violation of the school discipline code. All suspensions are subject to the process below. In the exceptional situation where a student's behavior constitutes a threat or seriously disrupts instruction and the student is immediately removed from school, the due process requirements below will be fulfilled as soon as is practical.

- Written notification is sent to the parents, detailing the cause of the suspension and the length. Whenever possible, the suspension will be explained to the student in person.
- A conference between the student, parents, and school representatives is held during the suspension or before it.

A student under **in-school suspension** reports to a room set aside for this purpose with necessary books and supplies, where all work assigned by the staff is completed. A suspended student forgoes all privileges such as recess, lunch with friends, special classes (gym, art, music, etc.), assemblies, and all other activities sponsored by St. Bernadette School. It is the responsibility of the parents to pay for a monitor or provide supervision themselves, especially if school staff members are not available when the in-school suspension must be served. Parents are encouraged to have their child earn the money to pay for the monitor (\$30-\$80).

Serious violation and/or failure to improve negative behavior after sufficient warnings may result in the **out-of-school suspension** of the student for one to five days, depending on the seriousness of the violation. An out-of-school suspension means that the student is not permitted on school property nor receives credit for any class work, homework or tests assigned by teachers during the suspension period. The student forgoes any extracurricular activity sponsored by St. Bernadette School or Boosters during the entire period of suspension. It is the parent's responsibility to notify coaches, scout leaders, etc. Failure to do so may result in additional disciplinary action. If an out-of-school suspension occurs during a major grading exercise, the student and parents may initiate a conference to determine if and how the student can make up the work for credit.

- In addition to the process outlined above, all out-of-school suspensions are reported to the pastor and the Archdiocese of Cincinnati Catholic Schools Office.

EXPULSION

Permanent dismissal from school will result from a grave violation of school regulations or frequent, unresolved infractions of school or classroom rules. In cases of expulsion, the following procedures are followed:

- The advice of the psychologist, physician, social worker or counselor should be sought.
- Written notice (email is acceptable) will be sent to the pastor, parents, and the students, stating the reasons for the student's removal and proposed expulsion.
- A hearing between the school and parents must be offered. Refusal of the meeting is considered agreement with the expulsion recommendation.

- A report detailing the reasons for the expulsion is sent to the superintendent of schools.
- Parents who believe their child has been expelled from school for insufficient reason have the right to appeal, in writing, to the superintendent of schools. The decision of the superintendent to uphold the school or to order the reinstatement of the student is final.
- The withdrawal of the student must be reported to the Attendance Department of the local public school district.

IMMEDIATE REMOVAL

When a student's behavior constitutes a threat or serious disruption, a student may be removed immediately. Parents will be responsible for picking up the child promptly. The principal will determine the steps a student/family will need to take prior to the student's re-entry to school.

Please note: Lockers and desks are St. Bernadette property and are subject to search at any time. Backpacks or other student personal items on school property are also subject to search.

The administration reserves the right to impose disciplinary measures for any behaviors deemed inappropriate, disrespectful or dangerous to the members of the school community. The principal is the final recourse in all disciplinary situations and may waive or deviate from any disciplinary rules for just cause at his or her discretion.

INSTRUCTIONAL PROGRAM

Our curriculum attempts to provide each of our students with the necessary tools for academic success. Our programs are based on the Archdiocesan Graded Course of Study. Ongoing revisions occur each year as each area of curriculum is studied. Time allotments for all subject areas are in accord with the state minimum standards for Ohio elementary schools and the policies established by the Archdiocesan Education Commission.

HOMEWORK

Learning is an active process in which the student must directly participate in order to succeed. We expect each student to come to school prepared to learn, with textbooks, materials and homework assignments. Homework is an extension of class work and is intended to supplement and reinforce the understanding of the material taught in class.

Parents should provide a suitable place and environment for study and homework. Research suggests that students should spend, **ON THE AVERAGE**, 10 minutes per grade on school work at home, including written work, reading, reviewing, and/or studying: grades K-3, 30 minutes daily; grade 4, 40 minutes daily; grade 5, 50 minutes daily; etc. Times may vary each day depending on the type of assignments and the child's level of achievement.

Although it is important at all levels, primary level students are especially encouraged to spend at least 10-15 minutes each day reading, preferably out loud with an adult. For long range assignments, parents are encouraged to guide their child in time management.

If a child is consistently spending more time on homework than suggested above, the parent should contact the teacher to learn the reason. Parents provide guidance and encouragement, but homework must be the work of the student.

TESTING PROGRAM

A testing program strives to evaluate the quality of instruction in a school. Standardized tests provide a basis of curriculum development, measure pupil progress in comparison to a national/local group, and are an indication of the quality of educational services provided by the school.

St. Bernadette School follows the Archdiocesan Testing Program. The Iowa Test of Basic Skills (achievement tests) are administered in the spring of each year to grades 3, 4, 5, 6, and 7. The Cognitive Abilities Test is given in grades 2 and 5.

REPORT CARDS

Report cards are an evaluation of a student's progress. They are issued one week following the end of each trimester. The final report card for the school year is distributed on the last day of school.

Students in grades K-2 will receive progress updates on their proficiency and independence with curriculum standards. Grades 1 and 2 will receive Student Progress Updates (SPUs) each trimester. Kindergarten students will receive SPUs in the second and third trimesters.

Marking guidelines are:

KINDERGARTEN – GRADE 2

1 – Demonstrates Limited Progress Toward Proficiency (Parent and teacher intervention recommended.)

2 – Progressing Toward Proficiency (On grade level, or succeeding with the current material.)

3 – Frequently Demonstrates Proficiency (On or beyond grade level. Shows independence and the ability to extend learning into new situations.)

4 – Consistently Demonstrates Proficiency (Has mastered the standard and is completely independent and consistent with its application.)

N/A – Standard not assessed during this grading period.

Grade 3

O: Strong Progress

S: Satisfactory Progress

N: Needs Time/Experience/Improvement

U: Unsatisfactory Progress

Grades 4 – 8

A: Superior (93-100)

B: Very Good (85-92)

C: Satisfactory (77-84)

D: Below Average (70-76)

F: Failing (below 70)

Pertinent comments/suggestions may be included by the teacher and are an important part of the student's evaluation. Report cards should be signed by the parent/guardian and returned to school within a week. The student may keep the June report card. The Church Financial Office notifies the school office if a report is to be held due to school fees not being paid.

INTERIMS

Interim grades indicate a student's mid-trimester progress in academics, work habits, and behavior. Parents are able to access grades via Ascend and a current average is displayed throughout the trimester, therefore, printed interim reports will not be provided.

PROMOTION AND RETENTION

Students will be promoted, retained, or assigned based upon attendance, classroom performance, homework and tests. The decision to promote or assign a student to the next grade will rest entirely with the teacher(s) having that student in class. Teachers will also consider standardized achievement test results and competency test results related to the student's progress.

PROMOTION

Students who satisfactorily complete the course of study objectives at their grade level will be promoted to the next grade.

ASSIGNMENT

Under special circumstances, students who do not satisfactorily complete the course of study objectives at their grade level may be assigned to the next grade at the discretion of the teachers and the principal. In case of assignment to the next grade, an intervention plan will be drafted with the goal of encouraging the student's academic progress. The student and his/her parents, teachers, principal, and appropriate specialists will collaborate to draft the intervention plan.

RETENTION

Report card grades in any academic subject, which are "F" for two trimesters, will result in failure for that subject. **Failure in one or more academic subjects in grades 4-8 or unsatisfactory performance in Language Arts or mathematics in grades 1-3 may result in consideration for retention.** The homeroom teacher will report the names of these students to the principal. The principal will review the information with the teacher and notify the parents of the academic deficiency. Prior to this step, notifications of academic deficiency would have been reported to the parents via report cards, interims, conferences, etc. Students at risk of failing any subject in a trimester will receive a minimum of two communications from the teacher during the trimester. A conference will be scheduled with the parents, teachers, specialists and principal to share the student evaluation and a determination made as to promotion, assignment, or retention.

SUMMER SCHOOL AND/OR TUTORING

Will be required for failure in Math or Language Arts, and may be required in cases of assignment or failure in other major subjects.

PARENT/TEACHER CONFERENCES

These are held for all students after the first and second trimesters. We expect at least one parent/guardian to attend the conference. Family support is vital to the education of every student, and it is important that parents/guardians be kept informed of a student's progress.

FIELD TRIPS

Teachers may plan field trips to supplement classroom-learning activities. In order to participate in school-sponsored field trips the following is needed:

- ✓ A student must be academically and behaviorally eligible for this privilege.
- ✓ A student must present a permission slip, signed by a parent or guardian, to his/her teacher before the trip is to be taken.
- ✓ Only the St. Bernadette Field Trip Permission Form may be used.
- ✓ Field trip form is enclosed in this handbook.

Field trips are privileges afforded to students. Students may be denied participation in a field trip if they fail to meet academic or behavioral requirements. Students are to be in uniform for field trips unless the principal or the teacher leading the trip states otherwise.

St. Bernadette School does not sponsor overnight class trips, except with established educational tours or to established educational facilities such as an outdoor education center, retreat center, or the Cincinnati Zoo.

STUDENT SERVICE HOUR REQUIREMENTS

Following the Gospel call to charitable action, St. Bernadette School encourages its students to participate in works of Christian service for others. In this spirit, the school actively promotes a variety of service opportunities for all of its students.

Students are required to perform service projects as part of their Confirmation Preparation Program. Projects will be determined by the Parish Religious Education Director and school Religion teacher.

AUXILIARY SERVICES

Under the existing State Auxiliary Service Bill, private schools may receive certain state-funded services in addition to textbooks, testing materials, and scoring services. Among these are diagnostic services (which may be performed on the school premises) and therapeutic services (which must be performed off the school premises). In order to provide these therapeutic services, (remedial reading, remedial math, speech, and hearing therapy), we use a four-room modular, located on the south side of the school building.

School Psychologist: evaluates students, meets with parents and teachers to discuss the findings of the evaluation, and makes recommendations regarding the educational needs of these individuals.

Speech Therapist: tests children for speech problems and serves qualifying students.

Reading Tutor: serves students who qualify for special services in reading.

Math Tutor: serves students who qualify for special services in math.

Classroom Intervention Specialist: provides assistance in the classroom per teacher request.

LIBRARY

The purpose of the school library is to further the education of the students at all grade levels by providing easy access to reference material, fiction, and nonfiction books. Most books are loaned to students for one week. If a book is overdue, five cents per day charge is made. Each student is responsible for books he/she checks out of the library and is expected to return them on time, in the same condition. If a book is lost, damaged, or destroyed the student is expected to pay the cost of replacing or repairing the book. Checking in and out books is done by volunteers. (See Parental Service Program).

PRIVACY OF RECORDS/TRANSFER OF RECORDS

Parents/guardians and students over 18 years of age have the right of access to their records. Prior to release of student records, a form must be signed by the parent/guardian or students over 18 years of age indicating their consent for the release of this information.

ACADEMIC AWARDS

Academic Excellence awards will be given to graduating students who achieved all A's during their eighth grade.

EXEMPLARY STUDENT AWARDS

One student will be selected from each grade who best exemplifies the type of student we expect at St. Bernadette School. Students are selected by their teachers.

INTERNET INFORMATION

Internet Acceptable Use Policy, Catholic Schools Office, Archdiocese of Cincinnati, is used as a guideline and policy for St. Bernadette School. Students may access the internet for educational purposes, under supervision of an adult, only if their parent/guardian has signed the Internet Acceptable Use Policy form.