



# Parent and Student Handbook

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## **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. 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.

### **SCHOOL MISSION**

The mission of St. Bernadette School 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 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..

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 are 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 Principal is charged with the responsibility of setting school policies, adhering to state and federal policies, and establishing a safe and productive school environment. 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.

## **COMMUNICATON**

Communication between school and home is the key to a child's success. St. Bernadette School uses email as our primary mode of parent communication. If you do not have access to a computer or do not have an email account, please let the office know immediately.

The Thursday newsletter is distributed as a group email. Please make sure that your email platform accepts the principal's email address and does not send the group emails to spam.

Gradelink: This is used to trace student's progress, grades, and discipline. Teachers can email parents through Gradelink individually, or as a group, however, it is the parent's responsibility to access Gradelink to check on the student's progress. **Daily emails from Gradelink will not be sent to parents.**

## **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.
4. Teacher and principal requests for meetings are to be honored by the parent/guardian as soon as possible.
5. In the event that a parent and the school cannot resolve a concern or policy, or are in disagreement over fundamental school principles and procedures, withdrawal may be recommended.

**\*\*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 will facilitate communication about the concern. Parents not serving in a supervisory capacity should not directly approach, interrogate, 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. A school staff person must be present.**

## **PARENT TEACHER ORGANIZATION (PTO)**

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.

**PTO Membership** is open to parents and guardians of all students attending St. Bernadette School. Meetings are held the on the second Thursday, every other month, and are posted on the school calendar.

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. St. Bernadette School will review pertinent academic records, including attendance and discipline, prior to confirming admission and registration. Students applying for transfer admission may also be screened for reading comprehension, math, and writing skills prior to placement. St. Bernadette School will not admit students whose educational needs are beyond our provided services 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; Social Security number; all appropriate registration fees; and a copy of the child's baptismal record.

Parents enrolling children in grades 1-8 should also supply a copy of pertinent academic records for review and their children may be screened for academic readiness prior to registration. A meeting with the principal is recommended when requesting admission from another school.

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:

- 1<sup>st</sup> Priority – Children of **participating** St. Bernadette parishioners whose **siblings** are currently enrolled at St. Bernadette School.
- 2<sup>nd</sup> Priority-Children of **participating** St. Mary (Bethel) and St. Peter (New Richmond) parishioners whose **siblings** are currently enrolled at St. Bernadette School.
- 3<sup>rd</sup> Priority – Children of **participating** St. Bernadette parishioners.
- 4<sup>th</sup> priority – Children of **participating** parishioners registered at St. Mary (Bethel) and St. Peter (New Richmond).
- 5<sup>th</sup> priority – Children of non-participating parishioners.
- 6<sup>th</sup> 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 and regular contributions to the offertory collection according to the financial means of the family.

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 trimester, during which time they can establish themselves as Participating Parishioners here at St. Bernadette Parish.

### **TUITION and Assistance**

Tuition information is released at the time of registration each year and may be found on the school's website. There several types of assistance for families:

- 1) EdChoice Expansion Program: Sponsored by the State of Ohio and administered through the Department of Education, EdChoice provides tuition assistance for families of qualifying students



whose family income is at or below 200% of the poverty rate. Applications must be made through the main office in the spring for the following year. Links to this program are provided on the school website. Open to students graduating eighth grade in 2022 or later.

- 2) Catholic Education Foundation: Sponsored by the Archdiocese of Cincinnati, grants are available based on the financial information provided on the FACTS Grant and Aid application each JANUARY. Families must complete this form before the deadline in order to be considered. Information is distributed to school families each winter and any family may apply.
- 3) St. Bernadette Tuition Assistance is provided to participating parishioners who require additional financial assistance. Families are asked to complete all other forms of tuition assistance first, and must apply using the FACTS Grant and Aid process by May 1. Award letters are mailed in June.

### **TUITION PAYMENT PLANS**

There are three tuition payment plans available:

1. Payment in full by July 1<sup>st</sup>.
2. One half at registration, the balance by December 1<sup>st</sup>.
3. Ten monthly payments starting July and ending April. If this option is chosen, it must be done through Electronic Funds Transfer (EFT) unless different arrangements are made through the Parish Business Office.

\*\*\*NOTE: All tuition must be paid in full by April of each school year.

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

<b><u>To Enroll</u></b>		<b><u>TO MOVE/WITHDRAW</u></b>	
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 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 Festival, PTO fundraisers, etc. **Service beyond the minimum is certainly needed and gratefully accepted.** This time given by parents is offered to the school and parish in return for your child's education at a subsidized, affordable tuition.

## **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 the Church 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, and is critical to a student’s success in school. 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 Count 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 Gradelink. 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. 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.

**Excessive Absences:** Six (6) or more absences in a trimester is considered excessive. Documentation from a physician addressing the absences will be required. Students who miss twenty (20) or more days during the school year are at risk for retention, or may be required to make up class time over the summer. Absentee rates will be monitored by the principal, and parents will be notified of concerns regarding attendance. If the attendance does not improve with parental notification and medical intervention, the principal may refuse the student's registration for the following year.

**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 afternoon 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."

**Excessive or Habitual Tardiness:** Students who are tardy six (6) or more times in a trimester are considered at risk for academic success. Parents will be notified of the school's concern, and asked to correct the problem. Habitual tardiness is disruptive to the morning routine of the rest of the class, and harmful to the student in trying to acquire good work habits and personal responsibility.

**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 serving St. Bernadette 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 acknowledges the guidelines put forth by the Federal Lunch Program. A hot or cold meal is available to all students through Kaldi's Private School Catering. A menu is provided each month and a handbook outlining Kaldi's program and payment process is on the school website. Free or reduced lunches are available to qualifying families and are paid for through parish funds. 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, juice and bottled water are available for purchase to students who pack their lunch (50 cents). Cups are provided for (free) chilled water. 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.

**Please mark lunch bags and boxes clearly with students' names.**

Volunteers help in the cafeteria with student needs. (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**

At the beginning of the school year an emergency form is sent home with each student. It will remain in the school office. 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.**

### **Immunizations**

According to Ohio 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.

All Students: Diphtheria, Pertussis, Tetanus (DTaP), Polio, Measles, Mumps, Rubella(MMR), Varicella, and Hepatitis B.

Grade 7: Tetanus, Pertussis, Diphtheria Booster (Tdap), Meningococcal Vaccine.

**FAILURE TO PROVIDE THESE RECORDS IS BASIS FOR EXCLUDING CHILDREN FROM SCHOOL**

### **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 non-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.
  - e) Cough drops, while not a prescription drug, should be put in a sealed bag or container with the child's name on it. The cough drops are stored in the main office, and the student may come to the office when needed.
4. Parents should either bring the medication and signed permission forms to school themselves or send them with a responsible adult.

**Allergies:** Any allergy, food or otherwise, that could be hazardous to a student's health must be reported to the school. Procedures for addressing the child's allergic reaction must be communicated to the school office.

Before providing snacks or birthday treats for the classroom, check with the teacher regarding any possible allergies in the classroom.

**Chronic Illnesses:** A chronic illness, such as diabetes or arthritis, should be communicated to the office, and to the child's teacher. Procedures for addressing issues related to the illness should be discussed in a meeting with the school nurse, teacher, and principal.

#### **Health Screenings for Students**

- 1) Vision and hearing screenings will be done under the direction of the school nurse for grades K, 1, 3, 5, and 7. Second grade screening and audiograms will be done subsequently with referrals and follow-ups.
- 2) Speech and hearing therapy is provided to all students who qualify for this program.

**Mental Health:** The occurrence of mental disorders in children and youth (to the point at which their life is significantly impacted) is estimated to be about 20 percent in a given year. [National Council for Behavioral Health, 2016] While we do not provide widespread screening for mental or emotional challenges, teachers may have observations about a child's behavior that would assist a pediatrician or mental health professional in diagnosing or treatment. St. Bernadette faculty is prepared to offer academic accommodations to students whose mental or emotional disorder is negatively impacting learning. Parents are encouraged to address these concerns with the teacher and principal.

#### **Gender Dysphoria**

Consistent with Catholic doctrine and following Archdiocesan policy, St. Bernadette School supports students with gender dysphoria by treating them with sensitivity, respect, mercy and compassion. Policy does require that these students' biological sex will determine: names and/or pronouns used, uniforms and gender appropriate dress, bathrooms, participation on any St. Bernadette sports teams, and sleeping accommodations while on overnight trips. St. Bernadette School would provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

#### **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.

## **EMERGENCY PROCEDURES**

### **Drills**

Fire, tornado, and intruder 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. 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.

## **DRESS CODE**

Rev. 1.20.17

Clothing and general appearance must be modest, clean and neat. 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. Repeated offenses to the dress code will result in disciplinary measures.

### **DRESS CODE FOR GIRLS**

**Grades K-3** Plaid jumper ordered through Schoolbelles Uniform Company. Plaid skort ordered through Schoolbelles is also permitted. Hems are to be *at a modest and appropriate length*.

**Grades 4-8** Plaid skirt ordered through Schoolbelles Uniform Company. Plaid skort ordered through Schoolbelles is also permitted. Hems are to be *at a modest and appropriate length*.

**Khaki Skirt/Skort** Khaki skirts/skorts, worn in place of the plaid skort, jumper or skirt will be phased out. If worn, they may not have any logos, labels or designs, and hems must be at a modest and appropriate length.

#### **Phase out plan:**

- **2018-2019, only girls in grades 7&8 (not grade 6) may wear khaki skirts/skorts. Girls in grades K-6 must wear the school plaid.**
- **2019-2020, only girls in grade 8 may wear khaki skirts/skorts.**

**Slacks** Khaki uniform slacks, purchased through Schoolbelles Uniform Company, or of high quality/uniform construction may be worn and are **not** slated for phase out. 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. Khaki uniform shorts may be purchased through Schoolbelles Uniform Company, or be of high quality/uniform construction if purchased elsewhere. Shorts must be securely fastened at the waistline *and be of a modest and appropriate length*. Parents should be advised that shorts purchased in retail stores are often too short. *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, gold, or white polo shirt with official school logo purchased at BlackoutTees in Eastgate Mall; short- or long-sleeved white knit polo shirt with logo may also be purchased through Schoolbelles. Please note: **Effective beginning with the 2017-2018 school year, white knit polo shirts worn with a skirt/skort or slacks/shorts must bear the official school logo.** *Girls in grades K-3 may wear a plain white polo or white turtleneck under the plaid jumper, only.* Except for the collar of uniform polo shirts or a collared t-shirt, shirts worn under uniform shirts must not be visible. Tops 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><a href="http://www.schoolbelles.com">www.schoolbelles.com</a> School Code = S1952 <a href="http://www.stb.blackouttees.com">www.stb.blackouttees.com</a> 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, gold, or white polo shirt with official school logo purchased at BlackoutTees in Eastgate Mall; white polo shirts may also be purchased through Schoolbelles Uniform Company. **Effective beginning with the 2017-2018 school year, white knit polo shirts must bear the official school logo.**

Except for the collar of a uniform polo shirt, 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, purchased through Schoolbelles Uniform Company, or of high quality/uniform construction. 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. Khaki uniform shorts may be purchased through Schoolbelles Uniform Company, or be of high quality/uniform construction if purchased elsewhere. 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.

<p><a href="http://www.schoolbelles.com">www.schoolbelles.com</a> School Code = S1952 <a href="http://www.stb.blackouttees.com">www.stb.blackouttees.com</a> 604-8337 Mon.– Fri. 9:00 a.m.-5:00 p.m.</p>
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### **GYM CLOTHES FOR ALL STUDENTS**

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

### **DRESS CODE FOR NON-UNIFORM DAYS**

Spirit Days are often themed by color, cause, or team/team colors. Students choosing to be out of uniform on spirit days must follow the guidelines for that day, or wear the regular uniform, or wear their class spirit shirt, purchased in the beginning of the school year. Some out-of-uniform days are permitted only for students participating in an optional fund-raiser. All students out-of-uniform on those days are expected to donate to the fundraiser and dress in the stated theme/attire, otherwise, students should be in uniform. In general, 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.

#### **EXTRA CLOTHING ON HAND**

Children in kindergarten and first grade are particularly vulnerable to personal accidents, or lunch or recess accidents. Parents should keep a full set of uniform clothes on hand in the child's homeroom for such an emergency.

### **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 1, 2, 3, 4, 5, 6, and 7. The Cognitive Abilities Test is given in grades 2 and 5.

St. Bernadette School complies with the State of Ohio's Third Grade Reading Guarantee (TGRG) and to that end, assesses students in kindergarten through third grade via Dibels testing and the Iowa Form F (reading). Students who demonstrate skills that are below the benchmarks, or are not aligned with TGRG are assigned to reading intervention groups. Students are also assessed on the STAR Reading and Math tests three times per year to give teachers further evidence of academic progress or a need for intervention.

Students receiving state funds for tuition (EdChoice Expansion, for example) are required to take all tests required by the State of Ohio in addition to the tests required by the Archdiocese.

### **Report Cards**

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

Students in grades K-3 will receive progress updates on their proficiency and independence with curriculum standards. Grades 1, 2, and 3 will receive Student Progress Updates (SPUs) each trimester. Kindergarten students will receive SPUs in the second and third trimesters.

Marking guidelines are:

#### **Kindergarten – Grade 3**

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

2 – Progressing Toward Proficiency (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/Exceeds Proficiency (Student is completely independent and consistent with the application of the standard.)

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

### **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**

Printed interim reports are not provided. Parents are able to access grades via Gradelink and a current average is displayed throughout the trimester.

### **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. In kindergarten through third grade, passing marks are 2s, 3s, and 4s. In grades four through eight, passing marks are A, B, C, and D.

#### **Assignment/Placement**

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. This will include summer intervention. 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. (continued)

All decisions on promotion, placement, and retention will be handled on an individual student basis with the classroom teacher, the principal, and the parent coming to a consensus of what is best for the student. If no agreement can be reached, the student will not return to St. Bernadette the following year.

**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. Summer school may also be required of students with excessive absences from one or more academic discipline.

### **Parent/Teacher Conferences**

These are held for all students during the first trimester, and as needed during the second trimester. 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 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, such as the eighth grade trip to Washington, D.C., 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. Teachers may set service requirements, with the principal's approval, for partial completion of religion.

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.

**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).

### **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.

### **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.

### **NON-CUSTODIAL PARENTS/BUCKLEY AMENDMENT**

"The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school related information of his/her child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order." MA Shaughnessy (2002) All court documents regarding a child's custody arrangement should be on file with the school office. Providing these is a requirement at registration.

## **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:



- maintain a Christ-like attitude with staff, faculty and other parents
- the process of resolving disagreement will start confidentially, charitably, and directly with the teacher involved (includes all written, verbal and electronic communication)
- checking Gradelink 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, including social media, 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
- behave in a manner that supports the good reputation of St. Bernadette School, at all times, even off school property.

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**

- 1) Students are expected to behave as they would at any restaurant or eating establishment. Talking volume should be at a normal level, manners are expected, and remaining seated while eating is required.
- 2) Students should raise their hands if assistance is needed or if they need to leave their seat.
- 3) Students must eat and need to finish lunch before leaving cafeteria.
- 4) Students must take part in the responsibility of keeping our cafeteria a clean eating area for all. This includes, but is not limited to:
  - a) Cleaning up their personal eating area
  - b) Removing food or trash that may have fallen to the floor
  - c) Disposing of trash properly
  - d) Cleaning and clearing tables when assigned
- 5) Students must remain seated until an adult dismisses them for recess.
- 6) Students must show respect for cafeteria personnel as well as for all students.

### **Expectations on the Playground and for Recess**

- 1) Play only in the designated playground areas.
- 2) Ask permission to retrieve a ball outside the playground.
- 3) Do not participate in rough sports such as tackle football.
- 4) Be respectful and obedient to every teacher or adult at all times.
- 5) 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.
- 6) 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, technology, 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** 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.

**Please note:** Lockers, desks, computers and tablets 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.

### **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/her 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 or other resource 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.

#### **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.

### **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 at 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.

## **HARASSMENT, INTIMIDATION AND BULLYING (ARCHDIOCESAN POLICY ADOPTED 2018)**

- It is the policy of St. Bernadette School that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- The School’s internet and computer system may not be used to engage in harassment, intimidation, or bullying. The “Student Responsible Use of Technology” form must be signed by each student and on file with the School.
- The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

### **Definition of Terms**

“**Electronic Act**” is an act committed through the use of a cellular telephone, computer, tablet, pager, personal communication device, or other electronic communication device.

**“Harassment, intimidation, or bullying”** means either of the following:

1. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once, and the behavior **both**:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
2. Electronically transmitted acts (see above) that a student has exhibited toward another particular student more than once and the behavior **both**:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

**Evaluating Behavior** In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgement.

### **Types of Conduct**

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

1. Engaging in unsolicited and offensive or insulting verbal or visual behavior such as derogatory jokes, comments, slurs or unwanted sexual advances, derogatory or sexually oriented posters, photography, cartoons, drawings or gestures;
2. Physical violence and/or attacks such as assault, unwanted touching, blocking normal movements or interfering with work, studies or play for any reason;
3. Threats, taunts, and intimidation through words and/or gestures such as the threat or use of physical or emotional harm to the person, property, reputation or family of any student, staff member, or adult.
4. Extortion, damage, or stealing of money and/or possessions;
5. Exclusion from the peer group or spreading rumors; and
6. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to the following:
  - a) Posting slurs on the Internet, websites, blogs, or social media/networks;
  - b) Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
  - c) Taking embarrassing photographs of students and posting them online or otherwise distributing them; and

- d) Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.
7. Retaliation - any action or threat of action for having reported or threatened to report harassment.

## **Complaints**

### **Formal Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or her designee.

### **Informal Complaints**

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administration shall be promptly forwarded to the principal or her designee.

### **Requests for Anonymity**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

## **School Personnel Responsibilities**

### **1. Teachers and Other School Staff**

- a. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive students or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or her or his designee.
- b. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students

about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

- c. All School personnel must cooperate with investigations by outside agencies, if any incident merits a report to law enforcement or Children's Protective Services.

## 2. Administrator Responsibilities

### a. Investigation

- i. The principal or his or her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or her/his designee, all such complaints shall be investigated promptly. The principal or her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.
- ii. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### b. Response

- i. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or her/his designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
- ii. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
- iii. Harassment, intimidation, and bullying behavior can take many forms and vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or her/his designee.
- iv. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying or retaliatory

behavior. School personnel are to intervene when prohibited behaviors are witnessed.

c. Reporting

- i. **Report to the Parent or Guardian of the Offender** if an investigation into an act of harassment, intimidation or bullying is verified. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.
- ii. **Report to the Parent or Guardian of the Victim** if an investigation into an act of harassment, intimidation or bullying is verified.
- iii. **Police and Child Protective Services** will be contacted as appropriate. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to the Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

### Miscellaneous

No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this handbook, limits or otherwise constrains the School's authority, discretions, judgment, or responsibility in any student disciplinary 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-3

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. In grade three, teachers have the option to use the conduct system on our electronic gradebook. If behaviors are significant enough, or repeated often despite intervention, other behavioral interventions may be applied at the discretion of the principal such as points, detention, parental conferences, etc.

### Grades 4-8

The conduct system provided by our electronic gradebook 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. In rare instances, a fee may accompany a detention to defray the cost of supervision.

### Suspension (Grades 4-8)

In-school or out-of-school suspension may be assigned at the discretion of the principal for chronic misbehavior, repeated behaviors that are disruptive to class, or when the actions of a student are deemed a serious violation of the school discipline code. It is typically not used in grades K-3, although some circumstances may warrant it. 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, before it, or may be required prior to readmission to regular classes.

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 during that time and turned in prior to dismissal. 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 especially serious situations may be reported to 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 whenever relevant.
- 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.
- Expulsions are reported to the Archdiocese of Cincinnati Catholic Schools Office.
- 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.

*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.*

## **STUDENT RECOGNITION**

Students are recognized at the end of the school year based on growth and excellence in academics, character and school citizenship. *Please note: student recognition may be compromised by poor behavior, or poor attendance.*

### **ACADEMIC AWARDS**

Academic Excellence awards are earned in two categories by students in grades 4-8. The Gold Certificate is earned by achieving straight As in every subject, for every trimester. The Silver Certificate is earned by achieving As and Bs (mostly As) in every subject, for every trimester. To graduating students who achieved all As and Bs during their fourth through eighth grade tenure, an Academic Medal is awarded. To graduating students with straight As in grades four through eight an Academic Trophy is awarded.

### **EXEMPLARY STUDENT AWARDS**

One student who best exemplifies the type of student we expect at St. Bernadette School is selected from each homeroom. Exemplary Student Awards are considered the highest honor and are awarded at the discretion of the homeroom teacher.

### **CITIZENSHIP AWARDS**

One student is selected from each homeroom who has demonstrated respect for others, respect for school and personal property, self-discipline, dependability, and honesty. Students are selected by their teachers.

### **PERSONAL GROWTH AWARDS**

Certificates recognizing outstanding personal growth are awarded to students in each grade, according to teacher selection and criteria.

### **PERFECT ATTENDANCE**

Students who have been on time to school every day and have had no partial or full absences for the entire school year are awarded a certificate for perfect attendance.

### **SCHOLARSHIPS**

The availability of scholarships for returning students varies from year to year, based on organizational sponsorship. The Boosters have provided the most consistent scholarship support through the Frank Coyne Memorial Scholarship, which is awarded to one seventh grade boy and one seventh grade girl based on an essay. Organizations wishing to acknowledge students via scholarship are encouraged to contact the school principal.

## **EIGHTH GRADE AWARDS**

Graduating students are recognized not only for academic merit, but for their growth and achievement throughout their career at St. Bernadette. Eighth graders receive awards for personal growth, citizenship, and exemplary status based on their career at St. Bernadette. Awards for service, reverence, leadership, and academic growth are among those also utilized depending on the students' accomplishments. All awards are determined by the faculty and principal.

*The administration reserves the right to make changes to the handbook at any time and ensures the widespread distribution of any changes via email to parents, and will repost the handbook.*