

# **B** ST. BERNARD CATHOLIC COMMUNITY

7500 Tangelo Drive \* Louisville, KY 40228 \* 502-239-5178 \* Fax 502-239-9025

Dear St. Bernard Catholic School Families,

As we begin a new school year together, we are reminded of how much our education roots us in a long history of acquired knowledge while preparing us for the future. It is with this realization that we begin together this **2010-2011** year.

Our school is a mosaic of spiritual, educational, safety, legal and moral opportunities and realities. To insure wise governance, as well as to insure that the common good is balanced with the welfare of each participant as we daily move through these opportunities and realities, clear policies and procedures are needed. These are contained within this school handbook.

I have personally reviewed and I support the policies contained here. I ask all of you to read and know these policies. When you sign and return Form F, this indicates that you have read these policies, will abide by them, and will support the faculty and staff of St. Bernard School in our effort to implement these policies. I believe that this handbook will assist all of us in the effective operation of our school. Please keep it close in a convenient spot and refer to it often.

While following policies and procedures is important, the spirit in which they are followed is of utmost importance. On the part of the parish and school organization, we are committed to a spirit of genuine partnership and sincere collaboration with all school families this year. I trust that you, on your part, will also commit yourself to this spirit.

I look forward to our year together and I wish your family every blessing.

Sincerely,

Rev. Robert Stuempel  
Pastor, St. Bernard Church

Dear Saint Bernard School Families:

At Saint Bernard School, we understand the importance of engaging parent(s)/legal guardian(s) and families in the education of the students. Quality education demands a covenant between all of the members of the community including the parent(s)/legal guardian(s), teachers, administrators, students and parishioners. We must renew our commitment to education and seek the best strategies available to prepare our students for life in the Twenty-first Century. Research shows students whose parents are involved with the educational process always do better in school. Education begins at home and does not stop when the school bell rings at the end of the day; families play a vital role in insuring the highest student achievement.

This handbook contains important information necessary for students and parent(s)/legal guardian(s) to meet their obligations as we strive to create a positive environment designed to develop the students educationally, emotionally, spiritually, and morally. I urge each parent/legal guardian and student to read, know and abide by the policies and procedures contained in the Saint Bernard School Handbook.

Sincerely,

A handwritten signature in cursive script that reads "Fred Klausung". The signature is written in black ink and is positioned above the printed name of the principal.

Fred Klausung, Principal

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**As Parishioners of St. Bernard Parish,  
we live out our Baptismal commitment through our Mission Statement**

### **MISSION STATEMENT**

We are a Catholic Community united in God.

Our mission is

- to pray,
- to love,
- to respect
- and to serve all people.

Approved August, 2000

### **PARISHIONERS OF ST. BERNARD CHURCH:**

**Members of St. Bernard Catholic Community  
regularly participate in our liturgical life  
and actively support our mission  
through their gifts of time, talent and treasure.**

Approved February, 2001

As individual members, we belong to the Roman Catholic Church and demonstrate a living relationship with our God and among one another;

--are committed to our personal spiritual enrichment and growth,  
to communal worship, and to the celebration of the sacraments;

--are builders of community by being involved through working together,  
and by mutual financial support of our parish and school communities;

--share and nurture our faith, hope, and charity with each other and the world;

--have fun together, enjoying what we do together as its own reward.

As a community we strive to be just and wise stewards  
by sharing our work together, by being involved through volunteerism,  
and by developing an ongoing sense of ownership and pride  
in our parish programs and property.

## **PARTNERSHIP BETWEEN PARENTS AND PARISH OF** **ST. BERNARD CATHOLIC SCHOOL**

St. Bernard Catholic School is the primary educational ministry of St. Bernard Parish. As a parish ministry, the support and administration of the school relies on the principles of Christian Stewardship: a wise and thoughtful use of our community's time, talent, and treasure. St. Bernard Parish is committed to insuring quality Catholic education for children and adults in the context of partnership and lifelong formation and education while maintaining a realistic, affordable cost. In order to insure this, parents and parish must work together.

In presenting your children to St. Bernard Catholic School for each academic year, you are annually invited into a special partnership with the parish and school community. The success of this partnership depends on the willingness of all to work together for the common good. The goal of the parish and school is for parents and children to be successful in their religious and academic formation. The following covenant outlines this partnership. Please review this covenant, which you signed at the time of pre-registration.

## **ST. BERNARD CATHOLIC SCHOOL FAMILY COVENANT**

### **St. Bernard pledges to parents:**

1. a spirit of partnership; to work with you in the best interest of your child and family;
2. a quality spiritual and religious formation and education, helping you and your child to grow in faith and understanding;
3. a quality academic program, based on the best of the new educational research and materials while pursuing and stressing academic basics;
4. a place where you and your child will succeed and build self confidence and self-esteem;
5. a wise stewardship of our personnel, financial, and building resources;
6. an excellent school personnel team who are both faith motivated and academically gifted;
7. and opportunities for your own faith development and academic growth.

### **As members of the St. Bernard Catholic School Community, parents pledge:**

1. to work in a spirit of Christian partnership and stewardship with the parish and school;
2. as a parishioner of St. Bernard, to attend Mass as a family on a weekly basis – mainly at St. Bernard Church;
3. as a parishioner of St. Bernard, to participate in Sacramental Preparation and Religious Formation as a family and to attend the appropriate Parent Classes and Services;
4. as a non-parishioner of St. Bernard, to practice one's faith and beliefs as a family, handing on the faith tradition one holds dear;
5. as a school parent, to be committed to life long education, to attend the educational and formational offerings at the school and parish, or to continue one's spiritual formation and personal growth through participation in classes/programs of one's choosing;
6. to participate in all major parent meeting and conferences;
7. to financially support one's child's education by:
  - Paying tuition as agreed through the FACTS Program
  - Working Bingo Nights or Maintenance Days;
  - Working, supporting and promoting the annual St. Bernard Summer Picnic;
  - Supporting school fund-raising activities;
8. and to volunteer in the school as one's talents and time dictate.

Each January, all the agreements are reviewed. Continued placement at St. Bernard Catholic School is contingent upon completion of this covenant. If conditions are not being met and if a parent has not met with Fr. Stuempel or Mr. Klausung to explain why they have not been able to meet their responsibilities, pre-registration for the following year will not be accepted until there is a meeting, or until the obligations are fulfilled.

## **MISSION STATEMENT OF SAINT BERNARD CATHOLIC SCHOOL**

**ST. BERNARD CATHOLIC SCHOOL PROVIDES CARING CHRISTIAN FORMATION WITH HIGH ACADEMIC EXPECTATIONS. ST. BERNARD CATHOLIC SCHOOL CREATES A NURTURING ENVIRONMENT WHERE STUDENTS GROW INTO PEACEBUILDING, SELF-CONFIDENT, RESPONSIBLE CITIZENS.**

### **GOALS OF SAINT BERNARD CATHOLIC SCHOOL**

1. In partnership with parent(s)/legal guardian(s) and the Parish Community, to provide religious education, moral development, and Christian formation by:
  - a) emphasizing comprehension and application of basic Catholic doctrine
  - b) emphasizing comprehension and application of Sacred Scripture
  - c) enhancing personal decision-making skills reflecting Catholic moral values
  - d) providing opportunities for participation in the ministry of the church
  - e) providing a variety of prayer and liturgical experiences
  - f) preparing for and celebrating the sacraments
  - g) emphasizing respect of self, others, and the environment
  
2. To provide students with knowledge, skills, processes, and experiences necessary to meet the challenges and the opportunities of the Twenty-first Century by:
  - a) teaching students to apply academic skills to life situations
  - b) preparing students to demonstrate self-sufficiency
  - c) preparing students to demonstrate responsible group membership
  - d) assisting students in applying thinking and problem-solving processes
  - e) integrating knowledge
  - f) equipping students with modern technology and an appreciation of the role of technological skills in lifelong education and productivity
  - g) combining service to others with learning
  - h) creating an atmosphere which values lifelong learning

## **PHILOSOPHY OF SAINT BERNARD CATHOLIC SCHOOL**

As a ministry within the Parish, Saint Bernard Catholic School participates in the Ministry of the Word of the Church. Saint Bernard School has a unique role in the formation and education of students and seeks the partnership of parent(s)/guardian(s) parishioners, school personnel, and students in this endeavor. As members of the teaching ministry of the Church, the faculty and staff give witness to their faith and seek to grow together as a Community of Faith.

Saint Bernard Catholic School applauds diversity in teaching styles and holds that effective teaching and learning rests upon the recognition of the unique talents and learning styles of each individual. Our goal is to place each student in the learning environment best suited to his or her learning capability.

Saint Bernard Catholic School's philosophy is rooted in the directives of the United States Bishops who state:

Catholic Schools are to be communities of Faith in which the Christian message,  
the experience  
of community, worship, and social concern are integrated in the total experience  
of students, their  
parent(s)/legal guardian(s), and members of the faculty. (NCD 9)

Saint Bernard Catholic School's philosophy also reflects the goal of the Archbishop of Louisville who states:

...that we continue to nurture and spread an educational heritage reflecting the  
dual goals of  
religious formation and civic responsibility. We seek to teach the child to think  
and act morally,  
with a profound respect for the created universe, and Christian love and active  
concern for all persons.

Saint Bernard Catholic School provides a Christian environment recognizing our intrinsic worth and value as Children of God. Students are encouraged to develop self-discipline with thoughtfully chosen behaviors. Saint Bernard School strives to provide a safe and orderly structure in which creative learning takes place.

Students, faculty, and staff respond to their call of faith to be people of prayer, people who develop their talents and abilities for the common good, and people dedicated to daily living by reflecting spiritual action in all areas of life and service.

## **ADMINISTRATION, FACULTY AND STAFF**

### **Parish Pastoral Team**

Rev. Robert Stuempel, Pastor  
Mary Fusting, Pastoral Associate  
Philip Hettich, Deacon  
Joey Southerland, Director of Worship  
Jan Redle, Religious Education Coordinator  
Barbara Horstman, Administrative Associate  
Barbara Portman, Financial Manager  
Fred Klausing, Principal of Lifelong Education  
Mary Jean Huelsman, Director of Early Childhood Education

### **Homerooms**

Kindergarten	Diane Boone
Kindergarten	Elizabeth Stone
Kindergarten	Erin Fahringer
Grade 1	Bobbi Schadt
Grade 1	Sandy Shircliff
Grade 2	Carolyn Louderback
Grade 2	Caroline Putman
Grade 3	Patty Tobbe
Grade 3	Charlotte Dearing/Erin Fahringer
Grade 4	Toby Gerdis
Grade 4	Micki Hayden
Grade 5	Barbara Hill/Karen Bickel
Grade 5	Dana Stucker
Grade 6	Angela McKune/Jennifer Harrington
Grade 6	Ryan Todd
Grade 7	Chuck Stetar
Grade 7	Mary Ellen Doninger
Grade 8	Cathy Bingham
Grade 8	Charlotte Colyer
Art	Helene Kennedy
Media Studies	Jannah Duke and Ted Riggs
Physical Education	Lisa Smith
Library Services	Dianne Forst
Resource Teacher/ Coordinator and Development Director	Paige Fitzhugh

**Para-educators**

Kindergarten Asst. Christi Peterworth  
Kindergarten Asst. Leslie Price  
Kindergarten Asst. Jennifer Sweeney  
1<sup>st</sup> Grade Assistant Judy Bohannon  
2<sup>nd</sup> Grade Assistant Diana Moore

**Preschool Staff**

Mary Jean Huelsman, Director

Donna Brodt LuAnn Dobson Margaret Mills  
Donna Brohm Beth Fouts Janet Smith  
Donna Bruno Lynda Hook Connie Tobbe  
Barbara Cannon Gemma Howard Molly Williams

**Support Staff**

Cafeteria Manager Cheryl Westenhofer  
Receptionist/Parish Secretary Shirley Schneringer  
Parish/School Office Assistant Leslie Hooker  
School Secretary Jeanette Wehr  
Maintenance Angie Franklin, Marilyn Nelson and Onnie Gorter

**Voice Mail Numbers and E-Mail Addresses:**

<u>Name</u>	<u>Voice Mail Numbers</u>	<u>E-Mail Addresses</u>
Karen Bickel	410	<a href="mailto:kbickel@stbernardlou.com">kbickel@stbernardlou.com</a>
Cathy Bingham	420	<a href="mailto:cbingham@stbernardlou.com">cbingham@stbernardlou.com</a>
Father Bob	131	<a href="mailto:frstump@iglou.com">frstump@iglou.com</a>
Diane Boone	114	<a href="mailto:dboone@stbernardlou.com">dboone@stbernardlou.com</a>
Charlotte Colyer	421	<a href="mailto:ccolyer@stbernardlou.com">ccolyer@stbernardlou.com</a>
Charlotte Dearing	404	<a href="mailto:cdearing@stbernardlou.com">cdearing@stbernardlou.com</a>
Mary Ellen Doninger	418	<a href="mailto:mdoninger@stbernardlou.com">mdoninger@stbernardlou.com</a>
Jannah Duke	423	<a href="mailto:jduke@stbernardlou.com">jduke@stbernardlou.com</a>
Erin Fahringer	424	<a href="mailto:efahringer@stbernardlou.com">efahringer@stbernardlou.com</a>
Paige Fitzhugh	120	<a href="mailto:pfitzhugh@stbernardlou.com">pfitzhugh@stbernardlou.com</a>
Dianne Forst	137	<a href="mailto:dforst@stbernardlou.com">dforst@stbernardlou.com</a>
Mary Fusting	128	<a href="mailto:mfusting@aol.com">mfusting@aol.com</a>
Toby Gerdis	409	<a href="mailto:tgerdis@stbernardlou.com">tgerdis@stbernardlou.com</a>
Jennifer Harrington	403	<a href="mailto:jharrington@stbernardlou.com">jharrington@stbernardlou.com</a>
Micki Hayden	411	<a href="mailto:mhayden@stbernardlou.com">mhayden@stbernardlou.com</a>
Barb Hill	413	<a href="mailto:bhill@stbernardlou.com">bhill@stbernardlou.com</a>
Leslie Hooker	113	<a href="mailto:lhooker@stbernardlou.com">lhooker@stbernardlou.com</a>

Barbara Horstman	118	<a href="mailto:bhorstman@stbernardlou.com">bhorstman@stbernardlou.com</a>
Mary Jean Huelsman	117	<a href="mailto:mjhuelsman@stbernardlou.com">mjhuelsman@stbernardlou.com</a>
Helene Kennedy	422	<a href="mailto:hkennedy@stbernardlou.com">hkennedy@stbernardlou.com</a>
Fred Klausung	122	<a href="mailto:fklausung@stbernardlou.com">fklausung@stbernardlou.com</a>
Carolyn Louderback	405	<a href="mailto:clouderback@stbernardlou.com">clouderback@stbernardlou.com</a>
Angela McKune	403	<a href="mailto:amckune@stbernardlou.com">amckune@stbernardlou.com</a>
Barbara Portman	116	<a href="mailto:bportman@stbernardlou.com">bportman@stbernardlou.com</a>
Pre-School	132	
Caroline Putman	408	<a href="mailto:cputman@stbernardlou.com">cputman@stbernardlou.com</a>
Jan Redle	125	<a href="mailto:jredle@stbernardlou.com">jredle@stbernardlou.com</a>
Ted Riggs	133	<a href="mailto:triggs@stbernardlou.com">triggs@stbernardlou.com</a>
Bobbie Schadt	407	<a href="mailto:bschadt@stbernardlou.com">bschadt@stbernardlou.com</a>
	111	
Shirley Schneringer	110	<a href="mailto:sschneringer@stbernardlou.com">sschneringer@stbernardlou.com</a>
Sandy Shircliff	406	<a href="mailto:sshircliff@stbernardlou.com">sshircliff@stbernardlou.com</a>
Lisa Smith	124	<a href="mailto:lsmith@stbernardlou.com">lsmith@stbernardlou.com</a>
Joey Southerland	115	<a href="mailto:jsoutherland@stbernardlou.com">jsoutherland@stbernardlou.com</a>
Chuck Stetar	419	<a href="mailto:cstetar@stbernardlou.com">cstetar@stbernardlou.com</a>
Liz Stone	412	<a href="mailto:lstone@stbernardlou.com">lstone@stbernardlou.com</a>
Dana Stucker	414	<a href="mailto:dstucker@stbernardlou.com">dstucker@stbernardlou.com</a>
Patty Tobbe	401	<a href="mailto:ptobbe@stbernardlou.com">ptobbe@stbernardlou.com</a>
Jeanette Wehr (School Office)	119	<a href="mailto:jwehr@stbernardlou.com">jwehr@stbernardlou.com</a>
Cheryl Westenhofer	123	<a href="mailto:cwestenhofer@stbernardlou.com">cwestenhofer@stbernardlou.com</a>
Teacher's Lounge	121	

### **VOLUNTEERS**

As members of the St. Bernard Catholic School Community, the commitment of parents, legal guardians, grandparents, friends and family is vital to the success and development of stewardship within St. Bernard. The Archdiocese of Louisville and St. Bernard are committed to ensuring that the students who worship, study or participate in church or school-sponsored activities can do so in the safest and most secure atmosphere. The Safe Environment Program is offered through the Archdiocese of Louisville. All volunteers, coaches and any other individuals who may have any interaction with the Students are **required** to attend a "Safe Environment Training Workshop". This workshop is offered several times per year. St. Bernard will keep records of all individuals attending this workshop. Any individual that has not completed this Workshop will not be allowed to volunteer until said Workshop has been attended. For more information, please visit the Archdiocese of Louisville's website at [www.archlou.org](http://www.archlou.org).

## ENROLLMENT

**PRIORITY FOR ADMISSION:** Selection of applicants is made in accordance with the priorities for admission established by Archdiocesan guidelines and the policies adopted by the Saint Bernard Catholic School Board. Admittance priority is given to children of the members of Saint Bernard Parish and members of St. Elizabeth Ann Seton Parish. Children who attend Saint Bernard Kindergarten will be given preference as students for first grade classes. Secondary priority is then given to Catholic children who are not members of Saint Bernard Parish. Saint Bernard Parish is eager to serve members of our broader community who desire a quality education in a Christian environment and we will do so as school capacity permits. Application for admission implies good will on the part of parent(s)/legal guardian(s) in complying with the philosophy and regulations of Saint Bernard School and of the Archdiocese of Louisville. To qualify for parishioner tuition, families must be active, registered members of St. Bernard for one year prior to school registration, unless otherwise determined by the Pastor. Catholic families registered in a parish with no school will receive parishioner rates.

St. Bernard requires that parent(s)/legal guardian(s) of the applicant provide St. Bernard with any academic, learning, or behavior concerns that may have been identified at any applicant's previous school. The application process for all incoming students in grades 6 through 8 who are interested in transferring from a public school includes an interview for both the parents and the child. All transfer students who are allowed to enroll are accepted on a probationary status which will be reviewed at conferences and at the end of the first quarter.

**RE-ENROLLMENT:** Only those children who have exhibited the necessary cooperation and attitude for the school to fulfill its educational mission will be re-enrolled. St. Bernard sees it as unfair to the students, parents, and teachers to allow individuals who are disruptive to the teaching and learning atmosphere to continue their association with our school.

Students with academic deficiencies which are severe enough to require the services of a Learning Disability teacher may also be unable to remain at St. Bernard if the school administration and Office of Lifelong Formation and Education staff team determines that their diagnosed needs cannot be properly addressed.

**NON-DISCRIMINATION POLICY:** Saint Bernard Catholic School admits students of any gender, race, disability, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Saint Bernard Catholic School. The administration of the policies, procedures, and programs of Saint Bernard Catholic School does not discriminate on the basis of religion, gender, race, disability, color, national or ethnic origin.

**ADMISSION OF SPECIAL NEEDS STUDENTS:** Individual Educational Plans are not required of Archdiocesan schools. The Office of Lifelong Formation and Education promotes inclusion for students with mild disabilities. The Office of Lifelong Formation and Education, Saint Bernard Parish, and Saint Bernard School are not responsible for equipment or specialists required by an individual student.

**AGE REQUIREMENTS:** Children shall be five years of age on or before October 1<sup>st</sup> of the current school year to enter kindergarten. Children shall be six years of age on or before October 1<sup>st</sup> of the current school year and must have attended a certified kindergarten or comparable preparatory program to enter first grade.

### **TUITION**

**POLICIES WITH REGARD TO TUITION:** The Saint Bernard School Board has established the following policies regarding the payment of tuition:

1. Tuition payments for the school year will be based on twelve monthly payments with the first payment due in July and the final payment due in June.
2. Tuition is due and payable according to enrollment in the FACTS PROGRAM.
3. Tuition must be paid according to terms of the FACTS PROGRAM for your child to continue attending class. Parent(s)/legal guardian(s) will be notified to complete their financial obligation.
4. Tuition rates for the 2010 – 2011 school year:

Parish families – One (1) student \$4,680.00  
Two (2) or more students \$7,020.00

Non-parish families – One (1) student \$6,000.00  
Two (2) or more students \$9,000.00

5. Families with eighth-grade students or those choosing to change schools must complete their financial responsibility prior to the release of school transcripts. Eighth-grade tuition must be current prior to 8<sup>th</sup> grade trip. Eighth grade tuition must also be current one week prior to graduation. (Reminder: Even though 8<sup>th</sup> graders graduate in May, financial obligation is through June. If there is some history of delinquency, full tuition payment may be required prior to graduation. Permanent records will not be forwarded to high schools until financial obligations are met).
6. As soon as a family encounters financial difficulty, Barbara Portman, Finance Officer, should be notified so new arrangements can be made.

## **TUITION DELINQUENCY POLICY:**

1. One month late, the family is placed on financial probation.
2. Two months late, the case is given to a representative of the Parish Finance Council for hearing.
3. Three months late, there is automatic dismissal of the student(s) on the Friday closest to the 3-month date of delinquency.

### **Tuition for New Families attending St. Bernard Catholic School**

- ◆ Current member of the parish must be active with time, talent and treasure to receive an immediate parish rate. Parish office will review church records.
- ◆ To receive parishioner rate, current members of another parish must have letter from pastor indicating they were active with time, talent and treasure and that they do not have any outstanding financial obligations.
- ◆ Non members that are Catholic, without parish affiliation must start on a non-parishioner rate. They must join the parish and become active member of the parish (guidelines in the School Handbook) until January 1<sup>st</sup> before they would be able to meet with pastor for review for parish rates. It will be the parents' responsibility to contact the pastor for the tuition rate change.
- ◆ Non members of parish without active status in any parish will remain on non-parish rates for one year.

### **SCHOOL HOURS**

The school will be open at 7:00 a.m. **Saint Bernard Catholic School instructional day begins at 7:50 a.m. and ends at 2:30 p.m. car riders, and 2:40 p.m. for walkers.** Students should report to Ms. Hayden's 4<sup>th</sup> grade room upon arrival from 7:00–7:15 a.m.; students arriving from 7:15–7:30 a.m. report to the gym; students arriving from 7:30–7:50 report to their classroom. **All students should be in their respective homerooms by 7:50 a.m.** When students arrive on the school grounds, they are considered to be the responsibility of Saint Bernard School and are not allowed to leave the school campus without following dismissal procedures through the Parish/School Office.

**POLICY FOR RETURNING TO CLASSROOMS:** In order to instill responsibility in our students, no one will be allowed to enter classrooms before or after school hours (7:30 a.m. – 3:00 p.m.) **without the teacher's presence and approval.**

## DISMISSAL

**DISMISSAL POLICIES:** Saint Bernard Catholic School strives to assure that each student arrives home safely, on time, and by the method of transportation deemed most appropriate by the parent(s)/legal guardian(s). Further, Saint Bernard Catholic School strives to assure all students are properly supervised while providing for emergencies that may arise. To meet the responsibilities of student safety, Saint Bernard Catholic School has several mandatory policies, which are explained in detail in this section of the handbook.

**TRANSPORTATION:** Students will return home at the time and via the mode of transportation indicated on the School Registration Form. Students will not be permitted to accompany another student and/or adult home without written permission from the parent(s) /legal guardian(s). **Verbal messages, via students will NEVER be regarded as valid permission from a parent/guardian. Limousines should not be used to pick up students from school.**

In case an emergency requires a change of transportation, parent(s)/guardian(s) must contact School Personnel prior to 2:00 p.m. If time and resources permit, written authorization could be faxed to the Parish/School Office at (502) 239-9025.

**BICYCLE RIDERS:** Students riding bicycles must **walk** them when they are on the Parish/School grounds. Students who do not comply with this rule will not be permitted to ride bicycles to school.

**CAR RIDERS:** Car riders in Grades K-1 will be dismissed through the office doors. Car riders in Grades 2-5 will be dismissed through the gym doors only. Middle School Students (Grade 6-8) will be dismissed from the classroom. When entering Saint Bernard School Grounds, drivers will position their vehicles in the designated area, facing the school. Vehicles are never permitted to back out of the pickup area. When dismissed, students will depart directly to their respective vehicles. **Vehicles should not move** until instructed to do so by the Traffic Control Person. **No student will be permitted to go to a car once the traffic has been signaled to move.** Remaining students will be given permission to proceed to their vehicles once the traffic is clear.

**STUDENTS WHOSE TRANSPORTATION IS LATE:** Students, whose rides have been delayed, must return to their classroom, under the supervision of faculty/staff. These students will be released upon arrival of authorized transportation. A fee of \$10.00 per student per half (1/2) hour will be assessed to those families of students remaining past 3:00 p.m. with a **minimum charge of \$10.00.**

**TRAFFIC FLOW:** The arrival and dismissal of cars shall be conducted as set forth in Form H. Please review this Form and abide by these instructions for the safety of the students and any visitors.

## ABSENCES

**NOTIFICATION PROCEDURE:** Parents(s)/legal guardian(s) are asked to keep a student at home if the student has a fever, chills, diarrhea, skin rash, nausea, or contagious disease. When a student must be absent from school, it is the parent's responsibility to call the school office **239-5178** ext.119 before 8:30 a.m. and provide the following information:

1. Your name and date
2. The student's name and homeroom teacher's name
3. The reason for absence
4. The length of expected absence (if determinable)

**Upon return to school after an extended absence of three (3) days or longer, it is the responsibility of the parent(s)/legal guardian(s) to provide the following information:**

1. The student's name and homeroom teacher's name
2. The reason and date(s) of absence
3. A listing of any continuing medical instructions
4. The parent(s)/legal guardian(s) name, date and signature

**These notes are kept on file for one school year.**

**MAKE-UP ASSIGNMENTS - ILLNESSES LASTING LESS THAN ONE WEEK:** teachers will give sufficient time and instruction so students can complete the missing work. **Parent(s)/legal guardian(s) may call the office and request assignments when the student is expected to miss more than one day of school.** Most make-up assignments are to be completed at home. Some assignments, such as labs, will be performed after school in the appropriate classroom. **Homework cannot be picked up until after 2:30 p.m.**

**MAKE-UP ASSIGNMENTS - EXTENDED ILLNESSES:** If a student is expected to miss more than one week of school, the parent(s)/legal guardian(s) should notify the teacher(s). The teacher(s) and parent(s)/legal guardian(s) can then discuss how missed assignments will be completed.

**FAMILY TRIP ABSENCES:** teachers will not prepare in advance, make-up assignments for students who miss class because of family trips, regardless of the length of the absence. Those students will be assigned make-up work when they return to school.

**TARDINESS:** Students who are not in their assigned classroom when the bell rings at **7:50 a.m.** will be considered tardy. Homeroom teachers will send tardy students to the school office for a tardy note before student can report to the classroom.

**EXCESSIVE TARDINESS:** Students who are tardy more than three (3) times a trimester will not be admitted to class until parents sign them in. Further tardiness will require a conference with the Principal.

### **ST. BERNARD AFTER SCHOOL PROGRAM**

St. Bernard After School Care will operate 2:30 p.m. – 6:00 p.m., when school is in session. **Our services are strictly After School Care, not full childcare.**

**PHILOSOPHY:** Saint Bernard After School Care (ASC) is a ministry that continues to nurture the Christian values and attitudes of our children. The ASC staff will strive to be appropriate role models who assist the Saint Bernard children in character development. Self-discipline, self-esteem, along with respect of self and property, are important values that will be addressed. ASC seeks to complement the job of the home, the school, and the parish community, by joining this partnership in support of our children.

**MISSION STATEMENT:** After School Care (ASC) is here to provide the children of St. Bernard's School (Preschool through 6<sup>th</sup>) with a safe environment. It is designed for children whose parents work outside the home. We provide opportunities for the children to develop friendships, and to grow spiritually, physically, and mentally. Most of all, it is of vital importance, that the children feel comfortable and have a great time in an organized and secure atmosphere.

Contact Person: Mary Jean Huelsman – After School Care – 239-5178 ext. 117

### **STUDENT RECORD INFORMATION**

**CHANGES IN REGISTRATION FORM INFORMATION:** Parent(s)/legal guardian(s) must notify school personnel at once when information given on the Registration Form changes. Such information includes changes in address, telephone numbers, places of employment of parent(s)/legal guardian(s), emergency numbers, transportation that is not temporary, marital status, and/or custodial rights.

**FORWARDING RECORDS:** A notification of withdrawal should be made to the Principal. When a student is withdrawing in the middle of a semester, teachers will summarize the student's progress and prepare the student's file for forwarding to the student's next school. Official records will be forwarded upon receipt of a request from the destination school.

**ALL FINANCIAL OBLIGATIONS TO SAINT BERNARD SCHOOL MUST BE FULFILLED BEFORE RECORDS WILL BE SENT.**

## **EVALUATING AND REPORTING PROGRESS**

**PARENT-TEACHER-STUDENT (PTS) CONFERENCES:** Parent/legal guardian-Teacher- Student Conferences are scheduled three, (3) times each school year. During these conferences, such issues as academic skills, individual goals, test results, religious development, conduct, and social development are discussed. Since the conferences are counted as an attendance day, students who do not attend the conference, for whatever reason, are considered absent and are not eligible for a Perfect Attendance Award.

**REPORT CARDS:** Report cards/progress reports will be distributed three (3) times per school year.

**GRADING POLICIES AND PRACTICES:** Each teacher will inform students and have available to parent(s)/legal guardian(s), the teacher's criteria for assessing grades. If parent(s)/legal guardian(s) have a question or concern about a teacher's grading practices, the teacher should be contacted for clarification.

**PROMOTION AND RETENTION:** Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. Decisions regarding retention are made by the teacher and Principal in consultation with the parent(s)/legal guardian(s). Any possibility of retention will be discussed during the school year. Parent(s)/legal guardian(s) can assume their student will be promoted unless the alternative of retention has been discussed well in advance of school closing. Students failing two (2) or more subjects will likely be retained.

**GRADUATION:** A graduation luncheon is held for students and their parents at the end of May. Awards are given at this time. Students will wear white gowns for graduation and follow the guidelines given to them by their teachers. Limousines should not be used and are not permitted on school property.

**HOMEWORK ASSIGNMENTS:** Homework assignments have many purposes, the most important include:

1. Providing sufficient time for completing assignments or projects requiring longer preparation times.
2. Giving the student's time to practice previously taught material.
3. Preparation for quizzes and tests
4. Preparation for class discussion of new material
5. Helping students develop self-discipline.
6. Helping students become more responsible.

**HOMEWORK POLICY – GRADES K – 2:** The policies regarding home study for students in kindergarten through second grade are left to the discretion of the student's teacher, who will discuss these policies with parent(s)/legal guardian(s).

**HOMEWORK POLICY – GRADES 3 - 8:** Homework assignments will be given Monday through Thursday. In general, specific homework assignments will not be given on Fridays, the day before a school holiday, or the night before conferences. Tests will not be given on a Monday. Students are expected to spend sufficient time each weeknight on home study. Depending on a variety of factors, the time required for a student to complete an assignment will vary greatly. **Teachers will assess a penalty for “late” or “missing” homework assignments.**

**DIFFICULTIES WITH HOMEWORK ASSIGNMENTS:** If a student seems exceedingly burdened with homework assignments or never seems to have any homework, there is a problem! Call school personnel to make an appointment to discuss these problems with the student’s teacher.

**HOMEROOM PLACEMENT REQUESTS:** It is the policy of St. Bernard School that students be placed in homerooms by teacher committees (except in the case of late registrations) based on several guidelines which include, teacher-student match in teaching and learning styles, mix of female/male, special assistance needs, and other concerns. St. Bernard prides itself on the quality of its faculty and staff, who, as professionals, are familiar with the children’s classroom needs, are eminently qualified to make the placement decisions for the students. Parent requests for specific homeroom placement are not accepted. Parents of students with specific written plans will be given the opportunity to express their child’s needs during meetings on their individual plans, and teachers and administrators will take those needs into account when making the final placement decision.

### **CARE OF TEXTBOOKS**

Complying with the following requirements will help extend the life of Saint Bernard Catholic School textbooks:

All hardback books must be protected with book covers at all times. **BOOK COVERS MAY NOT BE SELF-ADHESIVE.**

1. Tape to secure book covers should not be applied to the book’s binding.
2. Do not write in or deface textbooks.
3. Book covers and notebooks should be kept clean and free of any graffiti or writing other than student name and subject.
4. Lost books must be replaced at cost.

Parent(s)/legal guardian(s) will be required to replace books, which have been lost, misused, or damaged beyond reasonable wear.

## UNIFORM CODE

Traditionally, at Saint Bernard Catholic School, as with all Catholic Schools in the Archdiocese of Louisville, students wear uniforms. The Uniform code at Saint Bernard Catholic School is intended to encourage cleanliness, neatness, safety and pride in one's appearance and in our school uniform. Students are expected to maintain a neat and clean appearance. Parent/legal guardian is the key to a successful uniform policy at Saint Bernard Catholic School. **It is the parent/legal guardian's responsibility to see that your child dresses in compliance with the Uniform code each day.** Parent/legal guardian of any student not abiding with the uniform code will be required to provide the student with appropriate uniform before the student may return to the classroom and subject to detention. The uniform code is described on the following pages:

### BOYS (K – 5)

Shirts	Any Solid White Polo Style Any approved Polo Shirt –White, Black, Royal Blue or Grey with St. Bernard School Logo (available through St. Bernard's uniform sale and Shaheens.)
Sweatshirts	St. Bernard School logo-Grey or Black. Available only through St. Bernard Uniform sale. Approved uniform shirt must be worn under sweatshirt. No Blue Sweatshirts <i>Wildcat Sports wear is not an approved school uniform.</i>
Pants/Shorts	Navy blue uniform style (no outside-stitched pockets). No jeans or corduroys Must be size/length appropriate
Belt	Solid navy, brown, black – required with all pants and shorts with belt loops.
Socks	White only. Must be visible over the top of the shoe

### BOYS (6-8)

Shirts	Any Solid White Polo Style Any approved Polo Shirt-White, Black, Royal Blue or Grey with St. Bernard School Logo (available through St. Bernard's uniform sale and Shaheens)
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Sweatshirts	St. Bernard School logo-Grey or Black. Available only through St. Bernard uniform sale. Approved uniform shirt must be worn under sweatshirt. No Blue Sweatshirts. <i>Wildcat Sports wear is not an approved school uniform.</i>
Pants/Shorts	Khaki uniform style (no outside-stitched pockets) No jeans or corduroys Must be size/length appropriate
Belt	Solid navy, brown, black –required with all pants and shorts with belt loops.
Socks	White only. Must be visible over the top of the shoe

**GIRLS (K-5)**

Shirts	White uniform style blouse ( <i>Peter Pan collar only</i> ) Any Solid White Polo Style Any approved Polo Shirt –White, Black, Royal Blue or Grey with St. Bernard School Logo available (available through St. Bernard’s uniform sale and Shaheens.)
Sweaters	Navy Blue Cardigan Style (only)
Sweatshirts	St. Bernard School Logo -Grey or Black. Available only through St. Bernard Uniform sale. Approved uniform shirt must be worn under sweatshirt. No Blue Sweatshirts. <i>Wildcat Sports wear is not an approved school uniform.</i>
Jumper/Pinafore	Plaid Style # 7289 only (available at Shaheens) Shorts must be worn under skirts and jumpers. No sweatpants shall be worn under skirts/jumpers.
Skirt	Plaid Style #3489 only (available at Shaheens) Shorts must be worn under skirts and jumpers. No sweatpants shall be worn under skirts/jumpers.
Pants/Shorts	Navy blue uniform style No jeans or corduroys, No outside packets No skorts Must be size/length appropriate
Belt	Solid navy, brown, black –required with all pants and shorts with belt loops.
Socks	White only. Must be visible over the top of the shoe

Tights Navy or white tights only

Soffee Pants Navy Blue Soffe pants only.  
Soffee pants must be hemmed to appropriate length (cannot drag on ground) and not be tattered at hem.

Navy blue leggings may also be worn.

**GIRLS (6-8)**

Shirts Any Solid White Polo Style  
Any approved Polo Shirt –White, Black, Royal Blue or Grey with St. Bernard School Logo (available through St. Bernard’s uniform sale and Shaheens)

Sweatshirts St. Bernard School Logo-Grey or Black. Available only through St. Bernard Uniform sale. Approved uniform shirt must be worn under sweatshirt.  
No Blue Sweatshirts.  
*Wildcat Sports wear is not an approved school uniform.*

Skirt Plaid Style #3489 only (available at Shaheens)  
Shorts must be worn under skirts.  
No sweatpants shall be worn under skirts.

Pants/Shorts Khaki uniform style (no outside-stitched pockets)  
No jeans or corduroys  
Must be size/length appropriate

Belt Solid navy, brown, black –required with all pants and shorts with belt loops.

Socks White only

Tights Navy and white tights only

Soffee Pants Navy Blue Soffe pants only.  
Soffee pants must be hemmed to appropriate length (cannot drag on ground) and not be tattered at hem.

Navy blue leggings may also be worn.

## SPIRIT WEAR

### FRIDAY ONLY WITH SPIRIT WEAR PASS (BOYS AND GIRLS –K THROUGH 8)

Shirts	Any St. Bernard approved shirt, such as: P. T. O. sponsored Wildcat wear, (available through St. Bernard's PTO sales) St. Bernard School Uniform St. Bernard Athletic Sport Shirts School Event Shirts (Book Bee, picnic, official Scout uniform shirts, etc.) Shirts must have sleeves covering the shoulder/upper arm.
Pants	Dress pants, dress jeans, cargo, Capri, corduroy. Must be size/ length appropriate.
Shorts	Shorts (for example dress: jeans, khaki, cargo, etc.) Shorts must be at or below fingertips when arms are at student's side. May not hang below the knee. <b>NO SHORT-SHORTS, NYLON SHORTS</b> <b>NO GYM SHORTS</b> ( <i>except field day</i> ) Must be size/length appropriate.
Socks/Shoes	Must wear socks with shoes No sandals or backless shoes

**ADDITIONAL UNIFORM CODE CRITERIA:** St. Bernard enforces a traditional uniform to encourage pride in one's appearance and a disciplined learning environment. Further criteria are intended to eliminate distractions among the students.

1. Wildcat wear is not an approved school uniform. May only be worn on Friday or last school day of the week with a pass.
2. Extreme hair cuts/styles, colors, and facial hair are not permitted. Hair color shall not be changed. This includes highlights, tints, etc.
3. Boys' hair length should be such that it does not cover the eyes, completely cover the ears, touch the top of the shirt collar, or be pulled behind the ears
4. Skirts may not be rolled at the waist.
5. Shirts must be tucked in at all times, not bloused over pants or shorts.
6. Students are not permitted to write or draw on anyone's clothing or body.
7. No tattoos or colored nail polish, or artificial or acrylic nails are permitted. Modest amounts of make-up may be worn by Middle School girls (Grades 6-8).
8. No sandals or backless shoes are permitted.
9. Undergarments worn under the uniform shirt or blouse must be solid white with no graphics or lettering of any kind.
10. Make-up or other accessories that create a distraction are not permissible.

11. Rings and watches are permissible. Only wrist or neck jewelry of a traditional religious nature is acceptable.
12. Earrings for girls may not hang below the earlobe. No multiple earrings.
13. Boys are not permitted to wear earrings.
14. No bandanas or bandana headbands
15. On the days the students are allowed to be out of uniform “dress up” – such as the day school pictures are taken or any of the days during Catholic Schools Week, please note the following: t-shirts, blue jeans or blue jean shorts **WILL NOT** be allowed. **Only dress slacks, skirts, dresses, knee length shorts and Capri pants will be allowed. In addition, no mini-skirts, micro-skirts or spaghetti strapped dresses or shirts will be allowed.**
16. The Administrator/Teacher has the authority to have any student remove or correct any clothing/uniform/grooming/item that is deemed inappropriate for school. The Parent/legal guardian will be notified if prompt compliance has not been obtained.

### **CELL PHONES**

Cell phone must be kept in lockers or checked in with the teachers. Students using cell phones or texting devices during school hours may be suspended immediately.

### **COUNSELING SERVICES**

#### **FAMILY BUILDERS – Counseling Services**

St. Bernard School, working in conjunction with the Archdiocese of Louisville, is a Family Builders School. Family Builders is a counseling program that addresses student/family problems by working with the entire family as a whole system, and not just the student in isolation. A team that may include the student, parents, brother/sisters, teachers, school staff, and other concerned persons is formed to work collaboratively to find and implement solutions. A trained family therapist who provides direct counseling to the student and family and manages the counseling process heads the team.

School-Parish Counselor and clinically supervised interns working at St. Bernard provide individual, family and group therapy services that are delivered during school and after school hours. The staff is skilled and experienced in dealing with a wide range of student and family problems and concerns including:

- School refusal
- Learning disabilities/delays/difficulties
- Lack of interest/apathy/depression
- School behavior/performance problems/homework/study skills
- Adjustment to school/peer relations
- Acting out behaviors/suicidal behavior
- Parent-child management difficulties
- Single or stepparent difficulties

- Dealing with family stresses/crises/changes
- Divorce/separation/remarriage
- Grief and loss
- Effects of drug/alcohol misuse
- Marital difficulties/affairs
- Self esteem, self worth concerns
- Anxiety and other personal concerns

The counseling staff maintains a network of referral sources as support in addressing specialized issues, and assists parents and families in accessing additional help when necessary.

Referrals to Family Builders can be made by anyone: student, parent, teacher, or staff. Parental permission is required for ongoing counseling. All services are free of charge and confidential. Contact, School-Parish counselor at 239-5178 ext. 111

### **PEACE BUILDER PROGRAM**

The Peace Builder Program is a positive, proactive approach that changes the climate of the entire school community. The goal of the program is to develop a common, simple vocabulary that is free of “put-downs” and emphasizes respect for everyone. There is a component for school and family.

#### **6 HALLMARKS OF A “PEACE-BUILDER”** “The Peace-builder Pledge”

1. Praise People
2. Give up Put-downs
3. Seek Wise People
4. Notice Hurts
5. Right Wrongs
6. Help Others

### **SACRAMENTAL POLICY AT ST. BERNARD PARISH**

At St. Bernard Parish, all sacramental preparation is family or home based. This follows the belief of our church that the parents are the primary religious educators of their children. Our parish and Catholic school supports the parents in this role and supplements the sacramental preparation of the children throughout their formal religious formation.

At St. Bernard Parish, all sacraments are preceded and followed by a period of preparation and reflection. Sacrament will be celebrated:

- ◆ First Eucharist – 3<sup>rd</sup> Grade – celebrated on Christ the King
- ◆ First Reconciliation – 4<sup>th</sup> Grade - celebrated during Lent
- ◆ Confirmation- 7<sup>th</sup> Grade – celebrated on Pentecost

In accordance of Church Law any children who have attained the age of reason and desire to be baptized participate in the Rite of Christian Initiation (RCIC) journey. Our practice at St. Bernard is that any child entering the 1<sup>st</sup> Grade would participate in this particular journey of faith.

For more information regarding sacramental preparation, please contact: Jan Redle (239-5178, ext. 125).

## **HEALTH**

**HEALTH REGULATIONS:** The health regulations as established by the Kentucky Department of Education shall be followed in all applicable areas.

**CONTAGIOUS CONDITIONS:** Contagious conditions such as strep throat, conjunctivitis (pink eye), lice, or ringworm must be treated according to the Department of Health regulations. Students who have a contagious infection will be excluded from school until they are well. A physician's note will be required for re-admittance to school.

**MEDICAL RECORD REQUIREMENTS:** The following information outlines the medical record requirements of the State of Kentucky:

**New Students:** Kentucky State Law requires that prior to admission, each student must have the following health requirements on file:

1. Original Medical Examination form – must be completed/performed within six (6) months prior to admission, must contain date performed, and must be signed by a physician.
2. The immunization certificates for incoming kindergarten students must indicate that they have received the Hepatitis B vaccine.
3. Original Immunization Certificate – must contain individual shot dates, be signed and dated by a physician, and must have an expiration date.

**Sixth Grade Students** – Kentucky State Law requires each sixth grade student have the following health requirements on file:

1. Medical Examination – An original medical examination form is required. The medical examination must be performed within one year prior to entry into the sixth grade.
2. Immunization Certificate – An original immunization certificate form is required. The immunization certificate must contain the date of the second measles and rubella shot(s).

**Transfer Students** – a student who transfers within the State of Kentucky should have the original certificates forwarded to the new school within thirty (30) days,

but a copy of the original certificates which is completely legible is acceptable. A student transferring from another state must obtain Kentucky immunization certificates and submit them to the new school within thirty (30) days.

**SCHOOL HEALTH SERVICES PROGRAM:** The purpose of the School Health Services Program is:

1. To help each student achieve optimum physical condition, thereby enhancing the opportunity for each student to receive an effective education.
2. To develop in each student a sense of responsibility for personal health as well as the health of others.
3. To develop an understanding of the principles upon which good health is based.

Screening programs are an integral part of the School Health Services Program. Screening can detect previously undiagnosed health problems. Saint Bernard School has a health program that offers height, weight, vision, hearing, and scoliosis screenings in accordance with Kentucky State Law. Students are encouraged to take advantage of the School Health Services Program. Parent(s)/legal guardian(s) who do not want a student to participate in the School Health Services Program must obtain screening services from a physician and present a physician's statement with the screening results for the student's Cumulative Health Record at Saint Bernard School.

**HEAD LICE:** Saint Bernard School Personnel will check students for head lice under the following criteria:

1. When notified of head lice in a classroom;
2. When teachers see behavior indicating that head lice may be present;
3. When there is an indication that head lice may be a concern throughout the school or in a classroom.

Any student being screened for head lice will be treated tactfully and with sensitivity. Privacy and dignity will be the highest priority. Another staff member will be present when screening or re-screening a student whose parent/legal guardian is not present to witness the outcome.

Any student suspected and/or identified as having head lice and /or nits (eggs) present in the hair will be isolated and sent home. The student must be nit free to be readmitted to school. Readmission to school will require a release from a private physician or a public health department official.

**ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV):** The right to privacy of the infected individual (student or employee) shall at all times be respected. Saint Bernard School follows the policies and procedures set by the Archdiocese of Louisville regarding students who test HIV positive. Copies of these policies are available in the Parish/School Office.

**MEDICATIONS:** All medications (prescription and non-prescription) must be kept in the Parish/School Office with a signed permission form allowing the Principal or school designee to administer the medication. A copy of the permission form for prescription and non-prescription medication is located in the back of this handbook.

**PRESCRIPTION MEDICATIONS:** Medications should be given at home when possible. When medications must be taken at school, the medications must be brought to School Personnel by a parent/legal guardian and with a signed Permission Form. **All medication must be sent to the School in the original container with the prescription label attached. The prescription label must include the student's name, date, medication dosage, medicine strength, directions for use including frequency, duration, and route of administration, prescribing physician's name, and the pharmacy's name and address. If the medicine is a liquid, please be sure to include a medicine cup/spoon.**

Students should be reminded daily by parent(s)/legal guardian(s) regarding the time the student is expected in the Parish/School Office for medication.

If a student is to take medication for a short period of time and/or the daily time for medication is critical, a parent/guardian may wish to call school personnel to insure that the student has remembered to take the medication.

Parent(s)/legal guardian(s) may bring as much of the medication to school as they choose. Refrigeration is available. **A parent/legal guardian must retrieve unused medicine; medicine will not be given to the student to take home.**

**NON-PRESCRIPTION (“OVER-THE-COUNTER”) MEDICATION:** Non-prescription medications (“over-the-counter”) medications are subject to the same requirements as any prescription medication. If parent(s)/legal guardian(s) anticipate that a student will need such medications, a supply should be sent to school personnel in the original container with a signed permission form, **along with the required information and written authorization from a physician!**

**ILLNESS/ACCIDENTS:** Ill or injured students will be sent to the Parish/School Office by the supervising teacher, care will be given and, if the situation warrants, the parent/legal guardian will be contacted by school personnel to discuss appropriate action. When the parent(s)/legal guardian(s) cannot be reached, the emergency designees listed on the registration form will be contacted. In the event of a serious emergency, the Emergency Medical Service (EMS) will be contacted at once to expedite medical care, followed by attempts to contact the parent(s)/legal guardian(s) or emergency contact. School personnel will remain with the ill/injured student until the parent/legal guardian arrives.

**PREGNANCY:** In view of our Catholic pro-life teaching, students shall not be dismissed from Saint Bernard Catholic School for pregnancy.

## **SAFETY**

Saint Bernard School provides a variety of special programs with guest speakers throughout the school year to increase awareness regarding safety issues.

**SCHOOL ENVIRONMENT/PHYSICAL PLANT:** The Saint Bernard Catholic School Administration shall provide and maintain a physical environment that is conducive to the health and safety of all students.

**VISITORS:** All visitors must report to the Parish or School Office to receive a Visitor's Badge. Precautionary measures are taken to prevent the presence of unwanted visitors within the school buildings and on the Saint Bernard Campus. **All exterior doors are locked from the outside.**

**STUDENT INSURANCE:** Student accident insurance coverage is available through Saint Bernard Catholic School. The purchase of insurance through Saint Bernard School is voluntary, however, parent(s)/legal guardian(s) are encouraged to provide adequate accident insurance coverage for the student. All students participating in interscholastic sports and overnight trips associated with the School must provide proof of insurance coverage.

**ASBESTOS:** Saint Bernard Catholic School is committed to assuring a safe and healthy learning environment for our students, faculty, and staff by maintaining compliance with all laws and regulations pertaining to health and the environment.

**NON-SMOKING POLICY FOR CHILDREN'S SERVICES:** Saint Bernard Catholic School is to be in compliance with the Non-smoking Policy for Children's Services set forth in the Pro-Children's Act of 1994. As of August 1, 1997, **all buildings on the Saint Bernard Campus are smoke-free buildings.**

**RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENT/GUARDIAN:** St. Bernard Catholic School, in our spirit of partnership and desire for clear communication, is dedicated to keeping all parents/guardians informed of their child's progress and challenges. The school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a Court Order to the contrary, St. Bernard will provide the non-custodial parent with access to the academic records and to other school-related information regarding the 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.**

**All divorced parents are asked to furnish St. Bernard with a copy of the custody section of the divorce decree. This information will help the school in determining when, if ever, the child can be released to the non-custodial parent.**

## **SPECIAL SAFETY CONCERNS:**

**Child Abuse:** Kentucky State Law is explicit regarding the subject of child abuse and Saint Bernard will comply with the law. **Teachers and/or school Personnel who have reason to believe child abuse MAY HAVE occurred are obligated by Kentucky State Law to report the possible abuse to Child Protective Services.**

**Missing Children:** Saint Bernard Catholic School will comply with Kentucky State Law regarding missing children, including assisting officials with gathering information.

**FIRE SAFETY POLICY:** The following is the policy regarding fire safety and the use of fire alarms at Saint Bernard School:

- 1. ANY TIME THE FIRE ALARM SOUNDS, THE SCHOOL BUILDINGS ARE TO BE EVACUATED.**
2. Vehicles cannot be parked in designated fire lanes. When parking vehicles on surrounding streets, park on one side of the street only. Vehicles should not be parked in front of the main entrances to any buildings on the Saint Bernard Campus at any time.
3. When there is smoke or fire in a building, the nearest fire alarm is to be activated immediately. All buildings are to be evacuated immediately, in an orderly fashion using all available exits. Everyone must stand at a safe distance from the building(s). The buildings can be re-entered only at the direction of Fire Department Personnel.
4. If a fire alarm has been activated **accidentally**, the person who started the alarm and the adult responsible for the offender (when the alarm has been activated by a minor) must stay and report the incident to Fire Department Personnel. Even though the alarm has been sounded accidentally, all buildings must be evacuated immediately in an orderly fashion using all available exits. The buildings can be re-entered only at the direction of Fire Department Personnel. A \$300.00 fine, payable to the Highview Fire Department, will be levied for accidental setting of the fire alarm.
5. If the person responsible for an accidental activation of the fire alarm does not stay and report the incident to Fire Department Personnel, or if the person(s) is/are uncooperative, a \$400.00 fine, payable to the Highview Fire Department, will be levied. If the offender is a student at Saint Bernard School, the student will be suspended for three (3) days. If the offending student participates in the Saint Bernard School sports Program and /or extracurricular activities, the student will not be allowed to participate in any practices, games, or activities for four (4) full weeks. Further, student records of the offending student(s) will not be forwarded to parent(s)/legal guardian(s) or another school until the fine has been paid in full.
6. If a person **intentionally** activates a fire alarm when there is no smoke or fire, a \$500.00 fine, payable to Highview Fire Department, will be levied. If a

student of Saint Bernard School initiates a false fire alarm, the student will be suspended for three (3) days. If the offending student participates in the Saint Bernard School Sports Program and/or extracurricular activities, the student will not be allowed to participate in any practices, games, or activities for six (6) months. School records for offending student(s) will not be forwarded to parent(s)/legal guardian(s) or another school until the fine has been paid in full.

### **EMERGENCY CLOSINGS**

**SCHOOL CLOSINGS DUE TO WEATHER EMERGENCIES:** The decision to close schools due to weather conditions will be announced via local radio and television stations. One of the following announcements will be made:

**“All Catholic Elementary and Catholic High Schools in Jefferson County are OPEN.”** Saint Bernard School will follow a regular schedule with the building staffed to supervise students beginning at 7:00 a.m.

**“All Catholic Elementary and Catholic High Schools in Jefferson County will be open on a DELAYED SCHEDULE.”** A delayed opening means Saint Bernard School will begin at 10:00 a.m. and dismiss at 2:30 p.m. The school will open at 9:00 a.m. There will be no supervision of the students before 9:00 a.m. The bus will run two (2) hours later than normal.

**“All Catholic Elementary and Catholic High Schools in Jefferson County are CLOSED.”** This announcement closes ALL activities at Saint Bernard for the day and evening, including child care, athletic events, meetings, and Mass. Parent(s)/guardian(s) should utilize the public information services provided by local radio and television stations. Please do not call Saint Bernard School/Parish for closing information. As a reminder, once school is in session, Saint Bernard School will not close early due to weather conditions (unless ordered by Archdiocesan Personnel).

**NATURAL DISASTERS/OTHER LOCAL EMERGENCY SITUATIONS:** In the event of any disaster or local emergency situation:

No student will be dismissed from Saint Bernard School unless a parent/legal guardian or designee (listed on Registration Form) comes for the student.

No student will be allowed to leave with anyone who is not listed on the Registration Form (even a relative or baby-sitter) without written permission. With this in mind, if a student’s emergency information changes during the school year, please provide school personnel with the new information.

All parents/legal guardians who come for students must sign for them at the Parish or School Office, the Temporary Student Release Station, or the Emergency Command Post.

Saint Bernard School personnel are prepared and qualified to care for the students in times of critical situations until a parent/guardian arrives. School personnel will communicate with appropriate local emergency services as quickly as possible. Parent(s)/legal guardian(s) are requested to assist in the following ways:

Please do not call Saint Bernard School or Rectory – telephone lines must be kept open for emergency calls.

Following any local emergency, please do not immediately drive to the school – streets and access to the school may be cluttered with debris. The school route and street entrance must remain clear for emergency vehicles.

Listen to local radio and television stations. As soon as possible, Saint Bernard school personnel will communicate with the media. The media will then provide information and instructions.

### **CAFETERIA/FOOD SERVICES**

A hot lunch with milk or orange juice is served daily at a cost of \$2.25 per meal. A basic meal is prepared each day working in cooperation with the Federal School Lunch Program. Menus are sent home monthly and students are encouraged to take advantage of this service.

Students purchasing lunch are expected to take a milk or orange juice to meet the nutrition requirement for a growing body and the Federal Government regulations. However, 100% fruit drinks can be purchased a-la-carte for 45 cents each. Any drink, other than 100% fruit drinks, will not be permitted in the cafeteria. Students may purchase the initial complete meal, however, if additional lunches and/or a-la-carte items are wanted, Students must then return to the end of the line to purchase same.

Meals are purchased through a computerized Café Terminal lunch system. Students can access their lunch accounts by using their assigned PIN number. Parents have the option of depositing lunch account money in a Pre-Paid lunch account or a Pre-Paid unlimited account.

**Unlimited Account**- Students may purchase lunch, as well as other ala-carte items, from this account.

**Pre-Paid Lunch Account** – This option allows students to purchase lunches only from this account.

**Parents should note their child’s full name, PIN number and type of account when depositing money into lunch accounts. DEPOSITS ARE TO BE MADE ON MONDAY(S).**

Milk or juice may be purchased separately for 40 cents each. If available, a pint of milk can be purchased for \$1.00. A la carte items may also be purchased separately with cash, or may be deducted from UNLIMITED lunch accounts.

A report will be sent home every Friday for students with low or delinquent lunch accounts. Any questions or disputes regarding lunch accounts can be directed to Cheryl Westenhofer, Cafeteria Manager. A participation report can be provided to parents upon request. Parents have the option of changing their child's lunch account status at any time.

**REDUCED/FREE LUNCH PROGRAM:** Parent(s)/legal guardian(s) who are eligible are encouraged to apply for free or reduced-price lunches for their students. Application forms are available in the Parish/School Office. The confidentiality and right to privacy of the families and students receiving this service is of the highest priority.

**LUNCH WITH RELATIVES/GUARDIANS:** During the School year, some grades/classes will invite their relatives to have lunch with them. You will be notified regarding the specific date and time. **The cost of a lunch for adults is \$3.50 per meal.** Parent(s)/legal guardian(s) are always welcome to visit.

**CAFETERIA CONDUCT:** We believe all students can and should behave appropriately in the School Cafeteria.

CAFETERIA RULES:

1. Follow the directions of the Cafeteria Supervisors.
2. Stand quietly in single-file line.
3. Speak softly and use courteous language.
4. Students bus all their own food, wrappers, cartons, and other trash.
5. Students must be excused before leaving their assigned table.
6. Running, shouting, or rowdy behavior and throwing objects in the cafeteria is not acceptable.
7. **Fast food items and soft drinks are not allowed in the cafeteria.**
8. ALL food, including desserts, must be consumed in the cafeteria.

**CONSEQUENCES OF INAPPROPRIATE BEHAVIOR:** If a student chooses to break a cafeteria rule, the following disciplinary actions can be expected:

1. The first incident results in a verbal warning and/or isolation.
2. The second incident results in a referral to the Principal.

**SEVERE DISRUPTION:** The following inappropriate behavior may result in immediate suspension of cafeteria privileges:

1. Throwing objects in the cafeteria
2. Refusal to obey Cafeteria Supervisors
3. Use of rude or other inappropriate behavior
4. Any behavior that seriously disrupts the atmosphere and efficiency of our lunch service

If a student is suspended from the lunchroom by the Principal, the student will bring a lunch from home that will be eaten in an assigned area.

### **PLAYGROUND CONDUCT**

Weather permitting, students are given time outside every day. The decision to have outside recess during cold weather depends upon the temperature and the wind-chill factor. **Students should always dress in anticipation of outside recess.**

**PLAYGROUND RULES:** To provide a safe recreational area for students, Saint Bernard Catholic School has established the following guidelines/rules for appropriate behavior when using the play areas:

1. Stay within the assigned play area
2. Follow the directions of the supervisor
3. Keep your hands and feet to yourself
4. Use play equipment appropriately
5. Any behavior that threatens the safety of the student or others is forbidden
6. Any form of football is prohibited
7. Students should not bring electronic games or other items to school

**CONSEQUENCES OF INAPPROPRIATE BEHAVIOR:** If a student chooses to break a playground rule, the following disciplinary actions can be expected:

1. The first incident results in a verbal warning and /or isolation.
2. The second incident results in the student not being permitted a play period the following day and will remain in the cafeteria under the supervision of the cafeteria supervisors.

**SEVERE DISRUPTION:** The following inappropriate behavior may result in an indefinite suspension of playground privileges:

1. Leaving the assigned area without permission
2. Deliberate defacing of school property
3. Use of rude or other inappropriate language
4. Refusal to follow the direction of the supervisor

## ETIQUETTE AT SCHOOL EVENTS

Parents(s) / legal guardian(s) are the most important role models children have. How adults act establishes the norm for the behaviors of our youth. When attending a play, musical performance, or any other school event, courtesy and respect should be given to all individuals. All attendees and participants are expected to stay for the entire event.

### PARISH POLICY/RULES REGARDING STUDENT CONDUCT AT FISH FRIES, SPORTING EVENTS, PICNIC, AND ALL FUNCTIONS IN PARISH HALL

**St. Bernard Parish considers the child's parent ultimately responsible for a child's conduct.** Grade school children (K – Grade 8) are never to be dropped off unattended. All children should be with an adult who is responsible for their conduct. The following rules will be posted and enforced by all in charge of a parish activity and all workers of an activity:

1. No running in the Parish Hall/Gym
2. No climbing on or running up and down bleachers
3. No running between cars or in parking lot
4. Places where children are welcome to congregate:
  - in the Parish Hall
  - outside the Parish Hall in area between hall and new building
  - on the front lawn of the church
5. Places where children are **NOT** to congregate:
  - preschool playground
  - football and adjoining fields
  - parking lot
  - softball field
  - behind parish hall
  - all wooded areas
  - inside the school buildings: Grade 1-5 building and the Middle School building
  - the lobby of the Parish Hall
6. **Children are not allowed in the kitchen, except for being in the food line**
7. Children are not allowed in the Concession stand

## **DISCIPLINE POLICIES**

Saint Bernard School is a Christian Community where all members of the community are called to treat each other with love, dignity, and respect.

**POSITIVE DISCIPLINE:** Saint Bernard School strives to facilitate self-discipline as a model. Positive discipline helps the student become aware that behaviors are freely chosen and behaviors have consequences. Positive discipline focuses on “owning” the behavior, assessing the appropriateness of the behavior, and accepting responsibility for the consequences of the behavior. Students at different ages and grade levels are expected to assume varying degrees of responsibility for their actions. Therefore, disciplinary measures will reflect these different levels of maturity and self-discipline. Students must know what behavior is expected of them and what constitutes appropriate behavior before they can begin to develop self-discipline. St. Bernard strives to promote treating others with respect and doing your best at all times.

**CORPORAL PUNISHMENT:** Corporal punishment is **never** permitted as a means of discipline at Saint Bernard Catholic School.

**CODE OF CONDUCT/VIOLATION OF CONDUCT CODE:** The behavior expected from students at Saint Bernard School is a combination of: respect for self, others and safe conduct. Christianity, courtesy, and good manners are the keys to Saint Bernard School’s Conduct Code. Actions, which injure others, damage property, and/or severely disrupt the learning process, are serious infractions of the Conduct Code. The following types of conduct are **never** permissible:

- Verbal/Physical Threats
- Truancy/non-attendance of class
- Forgery
- Defiance/refusal to follow instructions of School Personnel
- Fighting/use of physical force to settle disputes
- Use of profanity/vulgarity
- Possession, transmission, sale, or use of drugs, alcohol, tobacco, or fireworks
- Vandalism/defacing school property
- Stealing and the disregard for the personal property of others (Students should not bring items of value to school)
- Bullying/intimidating behavior
- False activation of a fire alarm
- Possession of hand held communication devices
- Fighting between students

Students choosing to engage in any of these activities will be referred to the Principal and parent(s) / legal guardian(s) will be notified. Fighting among students in grades four (4) through eight (8), always requires a parent/legal guardian conference with the Principal at school.

**POSSESSION OF DRUGS POLICY:** If during or after school hours, any student brings to school or has possession on the school grounds any illegal drug or look-alike, alcohol, and/or drug paraphernalia, the student will be immediately suspended, parent(s)/legal guardian(s) will be contacted, and immediate dismissal will be seriously considered.

**VANDALISM/STEALING:** Saint Bernard School and the School equipment is the property of Saint Bernard Parish. Willfully damaging or taking this property may result in immediate suspension and possible expulsion. Before a student guilty of theft or vandalizing School/Parish property may return to class, Saint Bernard School and Parish must be reimbursed for the repair and/or replacement cost of the damaged and/or missing property. If a student accidentally causes damage to School/Parish property, the student should report the damage to School Personnel immediately so the damage is not misconstrued as a malicious act.

### **HARASSMENT:**

The schools of the Archdiocese of Louisville do not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors (even done jokingly) and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made explicitly or implicitly; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile, or offensive work environment.

Verbal Harassment: Includes derogatory comments, jokes, or slurs. Can also include belligerent or threatening words spoken to another individual.

Physical Harassment: Includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any interference with normal work or movement.

Visual Harassment: Includes derogatory, demeaning, or inflammatory posters, cartons, written words, drawings, novelties, or gestures.

Students allegedly engaging in the harassment of other students will have their parents notified of their behavior. Also, students found to be engaging in harassing behaviors face possible immediate suspension or other disciplinary actions, including expulsion.

**THREATENING BEHAVIOR:** Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to another and/or damage to property.

Behaviors deemed threatening are to be addressed in the following manner.

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate personnel.
2. Student's parent/guardian is notified. Pastor and Superintendent of Schools are also apprised.
3. Student is suspended from school pending the results of a mental health assessment conducted by an appropriately credentialed professional. Principals may consult with the Family Counseling Office for assistance in determining an adequate mental health assessment.
4. Student may not attend school, and school activity, or be present on school grounds pending the results of the mental health assessment and final placement decision.
5. Mental health assessment results and recommendations are shared with the Principal who makes a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the Principal considers the results of the mental health assessment, any history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information.
6. If a student engages in threatening behavior a second time, the student may be dismissed from school.

### **HOMICIDAL THREATS**

If a homicidal threat is made, the above steps are to be followed, and the police are to be contacted. The students who have been threatened, as well as their parents, are to be notified as soon as possible.

### **RANGE OF PENALTIES**

It is possible to have a range of penalties that take into consideration the age of the child. Very young children who make threatening statements may be required to attend a conference in which the student and parent are clearly told that any further threats will result in suspension and a required mental health assessment. Definitions and penalties should be clear.

### **FALSE THREATS**

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school.

## CONSULTATION

The Superintendent, Director of Family Counseling, and the Associate Director of School Counseling Services are available to consult with schools dealing with threatening behavior.

**CLASSROOM RULES:** Each teacher establishes clear rules and procedures to be followed in their classrooms, as well as the consequences for failing to obey classroom rules. Classroom rules are defined to include behavior in classrooms and all other areas of the Saint Bernard Campus supervised by School Personnel.

**TEACHER DISCIPLINARY ACTIONS:** The teacher may utilize, as appropriate, a variety of procedures that are designed to stop misbehavior and help students improve self-discipline. All school personnel will correct misbehavior when and where it occurs. Students are responsible for following the instructions of any staff member. These instructions/corrective measures include, but are not limited to:

- Verbal reprimand
- Assign constructive assignments/tasks
- Require a student/teacher conference
- Require students to serve a detention with the classroom teacher
- Conference with the parent(s)/legal guardian(s)
- Develop, with the student, a contract of behavior
- Temporarily remove class privileges
- Written referral to the Principal

**DETENTION:** Saint Bernard Catholic School supports teachers in the keeping of students after school hours as a consequence of misbehavior and/or poorly completed work. The student assigned detention will be given twenty-four (24) hours notice so transportation can be provided. **All students assigned detention will be required to serve the detention as assigned. Difficulty providing transportation will not serve as a basis for cancellation of the detention.**

**ADMINISTRATOR'S DISCIPLINARY ACTIONS:** The Principal may utilize, as appropriate, various measures to insure and maintain discipline.

1. The Principal may require a parent/legal guardian Principal conference
2. Suspend a student (out of school)
3. Begin the process of expulsion (when a student misbehaves or shows continued poor progress despite repeated efforts by school personnel to implement change, when there has been a serious infraction of the rule(s), or when multiple violations occur at frequent intervals.

**PARENT/LEGAL GUARDIAN-PRINCIPAL CONFERENCES:** When necessary, the Principal will schedule a conference to meet with the student, parent(s)/legal guardian(s), and appropriate school personnel. The purpose of the conference is to discuss the nature of the problem(s), share possible solutions, and to improve student behavior and/or academic progress. All parties involved will be afforded the opportunity to describe their understanding of the problem(s) and to suggest actions to help resolve the problem(s).

**SUSPENSION:** Suspension is the disciplinary procedure by which a student is removed from the School/Classes for a specified period of time. Suspension, either in school or outside the School, is used when other less severe disciplinary actions have failed, or cases of exceptionally severe breeches of disciplinary expectations. Work missed as a result of suspension can not be made up. Only the Principal has the authority to administer suspension.

**EXPULSION:** Expulsion is a very serious disciplinary action and is used only when all other disciplinary procedures have been judged inappropriate or ineffective. Saint Bernard School will adhere to the due-process/hearing rights as stated in the Archdiocesan Handbook.

**USE OF REASONABLE PHYSICAL FORCE BY SCHOOL PERSONNEL:** Use of reasonable physical force by school personnel is permissible under KRS-161.180. Use of reasonable physical force may be implemented to restrain a student whenever immediate action is considered essential for self-defense, preservation of order, or the protection of other persons and/or property.

**SEARCH AND SEIZURE POLICY:** The Principal reserves the right to ask a student to empty pockets, backpacks, purses, etc., if there is suspicion of a dangerous or illegal item in the school. Parent(s)/legal guardian(s) will be contacted to assist in a search if a student refuses to cooperate. The Principal will contact the appropriate Diocesan Personnel or Attorney for further advice.

### **FIELD TRIPS**

Field trips within Jefferson County and to nearby points of interest are scheduled by various classroom teachers throughout the school year. Field trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources in the Greater Louisville Area. Parent(s)/legal guardian(s) will receive notices of field trips well in advance of the scheduled trip date and will be asked to complete and sign a Field Trip Permission Form, and Emergency Medical Form and Field Trips, and when applicable, a Health Problem Statement Form for Field Trips. In most cases, the following criteria apply to field trips:

1. Signed and completed permission forms and required/necessary medical information forms must be provided to school personnel before a student will be allowed to attend a field trip.

2. Lunch will be served at Saint Bernard School or students will be able to bring a “bag lunch” or purchase a “bag lunch” from the cafeteria. Bag lunches must be ordered 24 hours in advance.
3. UNIFORMS ARE REQUIRED ATTIRE.
4. Usually, transportation will be by rented bus. Students will not be permitted to ride in private vehicles when bus transportation is provided by the school.
5. Students may not bring candy, snacks, soft drinks, etc., unless these items are part of the “bagged lunch”.
6. All signed consent forms must be on file in the Parish/School office before a student will be permitted to attend a field trip.

EXCEPTIONS TO ANY OF THE ABOVE CRITERIA WILL BE EXPLICITLY STATED BY THE TEACHER WHEN YOU RECEIVE WRITTEN NOTIFICATION OF THE FIELD TRIP.

**FIELD TRIP - VIOLATION OF CONDUCT CODES:** While on a field trip, students are under the care and supervision of school personnel and adult chaperones. All rules, regulations, and codes of conduct as stated in the Saint Bernard School Handbook apply. In the case of a serious violation of a school rule, and if deemed necessary by a supervising adult, the student(s) involved will be returned to school (accompanied by school personnel or an adult chaperone) via private transportation. Parent(s)/legal guardian(s) will be notified and appropriate disciplinary actions will be administered.

## SUPPORT ORGANIZATIONS

**SAINT BERNARD CATHOLIC SCHOOL BOARD:** Each Catholic School in the Archdiocese of Louisville has a local School Board or a Board of Total Catholic Education. The board is consultative to the pastor and Principal.

The School Board's mission is to provide quality Catholic Education for all students in the parish whose parent(s)/legal guardian(s) desire to take advantage of such an opportunity.

Each School Board Member accepts the School's mission and brings to that mission their own talents, wisdom, experience, faith, and good will. Further, a willingness to accept and an eagerness to seek information, training, and spiritual formation are implied. Policy development is the role of the School Board. Implementation of the policy is accomplished by established directives of the Principal of the school. A distinction is made between policy and implementation. Policy establishes a course or plan of action. Implementation follows the plan of action. The function of the School Board is to recommend policy, not administer the School.

**SCHOOL BOARD MEETINGS:** The School Board normally meets on the third Thursday of each month at 7:00 p.m.

**ADDRESSING THE SCHOOL BOARD:** All School Board meetings are open to the Saint Bernard Parish Community. As parent(s)/legal guardian(s) of Saint Bernard Catholic School students, you are encouraged to address the School Board on policy matters relating to the operation of the school. If you wish to address the School Board, you must have your name placed on the agenda. To be placed on the agenda, contact the school board chairperson before the first Thursday of the month.

**PARENT-TEACHER (PTO) ORGANIZATION:** The purpose of the Parent-Teacher Organization is to foster a positive relationship between the Saint Bernard School families and Saint Bernard School, and to encourage a more active interest and support for Catholic education.

The PTO functions as a committee, and as such, it is responsible for promoting communication between School Personnel and parent(s)/legal guardian(s). The PTO enhances the school curriculum by purchasing learning and teaching materials to aide in the classroom and improves the school facility by making donations toward the purchase of necessary items. In addition the PTO works with other organizations within the Saint Bernard Parish in an attempt to make the school environment the best it can be. For example, the PTO plans and sponsors the following activities:

- Family Events
- School Newsletter
- Step-By-Step Stewardship
- Wildcat Wear



## **ATHLETIC AND EXTRACURRICULAR ACTIVITIES**

Our school recognizes and affirms the important role of sports/extracurricular activities in the development of the total student, and realizes the part the school must play to support these programs. All students are encouraged to participate as fully as their time and talents permit.

### **ELIGIBILITY:**

1. Must be entering 3<sup>rd</sup> to 8<sup>th</sup> grades to participate, depending on the activity.
2. Must maintain a minimum **“C”** average and satisfactory classroom performance.
3. Must balance the time demands of out-of-school activities with homework assignments.

Teachers, parent(s)/legal guardian(s), coaches, and activity moderators must respond together to aid the student in forming a mature response to their academic responsibilities and progress.

Saint Bernard Catholic School acknowledges and affirms the guidelines put forth in the Catholic School Athletic Association (CSAA) Preamble and Regulations, including:

**The CSAA promotes Christian competition. Christian competition is embodied in the word “respect”. Those who participate in the CSAA program in any way are expected to show respect for themselves and those they encounter at all times and in all situations. Good sportsmanship, is not only expected, it is demanded.**

## **RIGHT TO AMEND HANDBOOK**

**ST. BERNARD SCHOOL RESERVES THE RIGHT TO AMEND THIS HANDBOOK.**

**NOTICE OF AMENDMENTS WILL BE PLACED IN FRIDAY FOLDERS.**

## **St. Bernard Technology** **Internet and E-Mail User Agreement**

The Internet is an endless source of information for St. Bernard students. We can explore thousands of libraries, databases and bulletin boards as well as exchange messages with people in organizations throughout the world!! While the Internet can be one of the most valuable learning tools available, it can also be used to obtain inappropriate and objectionable material.

Our intent is to make the Internet available to students to further their educational objectives and goals. We believe that the benefits to students far exceed the disadvantages.

To that end, St. Bernard School has adopted the following standards for using on-line information sources, set by the Archdiocese of Louisville:

1. **Students are responsible for good behavior on school computer networks, just as they are in the classroom.** Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege – not a right.
2. **Teachers may review files and communications to maintain system integrity and ensure that users are employing the system responsibly.** Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers would always be private.
3. **Access to information will be honored within reason.** During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.
4. The following are not permitted:
  - **Sending or displaying offensive messages or pictures**
  - **Using obscene language**
  - **Harassing, insulting or threatening others**
  - **Damaging computer systems or computer networks**
  - **Violating copyright laws**
  - **Submitting documents from the Internet as own work**
  - **Using someone else's password**
  - **Trespassing in someone else's folder, work or files**
  - **Intentionally wasting limited resources**
  - **Using the network for commercial purposes**
5. **Violations may result in loss of access as well as other disciplinary action.**

**The St. Bernard Middle School Network**  
**What You Need to Know**  
**(FORM A)**

Students:

Along with the standards set by the Archdiocese of Louisville, there are considerations specific to St. Bernard School. We are very fortunate to have this technology and want everyone to have the best learning experience. The Network has expanded into the Middle School Classrooms. You need to understand that **all the rules of the Research Center apply to the classroom as well**. These rules are very simple and easy to understand. They are:

1. **Treat the equipment with respect.** Pounding on a keyboard or mouse when the computer is moving slowly won't help! The computer will go as quickly as it can, whether you pound or not. Never bang the computer or remove parts of the mouse.
2. **Never plug or unplug wiring** to connect or reconnect computers, or to change the configuration of the equipment. All computers are networked together – altering one can affect the entire system.
3. **No student will be allowed access to the Control Panel or any Properties boxes.** You can live with the desktop and screen saver selected by the teacher.
4. **Never insert a computer disk into any computer in the lab without first having a scan done** by Mr. Riggs or an approved "Hacker".
5. **Accessing the server**, either through a workstation, or within the cabinet will result in a trip to the office and a loss of use of the computers!
6. **Never access folders of other students and teachers.** This is just common courtesy. If you have shared/team work on file, it should be filed in a shared folder.
7. **Never use another student's password.** Never tell another student your password.
8. **Never play games or go "on" the Internet without a teacher's permission.** Games are for special occasion and the Internet is to be used for school purposes only. That means no sports sites, wrestling sites, Beanie Baby sites, etc. without a teacher's permission.

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I understand that I am responsible for my own actions and will follow the rules above. I also understand that I will be given one warning only. My second offense will result in a trip to the office and that I may be forced into giving up all computer privileges.

\_\_\_\_\_  
**Your Name**

\_\_\_\_\_  
**Homeroom**

**PERMISSION FORM FOR PRESCRIPTION AND  
NON-PRESCRIPTION MEDICATION  
(FORM B)**

Saint Bernard Catholic School 7501 Tangelo Drive Louisville, Kentucky 40228  
Telephone (502) 239-5178 Fax (502) 239-9025 Email: stbernardlou.com

Date form received by the school: \_\_\_\_\_  
Student's name: \_\_\_\_\_ Date of birth/age: \_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher/Classroom: \_\_\_\_\_

**TO BE COMPLETED BY THE PHYSICIAN:**

Reason for medication: \_\_\_\_\_  
Name of medication: \_\_\_\_\_

**Form of medication/treatment:**

\_\_\_\_\_ tablet/capsule \_\_\_\_\_ liquid \_\_\_\_\_ inhaler \_\_\_\_\_ nebulizer \_\_\_\_\_ other

**Instructions: (Schedule and dose to be given at school):** \_\_\_\_\_

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Start: \_\_\_\_\_ Date form received \_\_\_\_\_ Other date: \_\_\_\_\_  
Stop: \_\_\_\_\_ End of school year \_\_\_\_\_ Other date/duration: \_\_\_\_\_  
\_\_\_\_\_ For episodic/emergency events only

**Restrictions and important side effects:** \_\_\_\_\_ none anticipated  
\_\_\_\_\_ Yes Please describe: \_\_\_\_\_

**Special storage requirements:** \_\_\_\_\_ none \_\_\_\_\_ refrigerate

Other: \_\_\_\_\_

**Please indicate whether you have provided additional information:**

\_\_\_\_\_ on the back of this form \_\_\_\_\_ as an attachment

**Physician's Name:** \_\_\_\_\_

**Physician's Address:** \_\_\_\_\_

**Physician's Telephone and Fax Number:** \_\_\_\_\_

**Physician's Signature and Date:** \_\_\_\_\_

**To the School:** Please refer, concerns about medications or disease to the stated physician.

**TO BE COMPLETED BY THE PARENT(S)/GUARDIAN(S):**

I give permission for (name of student) \_\_\_\_\_ to receive the above medication at school according to standard school policy. (Schools require parent(s)/legal guardian(s) to bring medication to school in the original container).

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Parent(s)/guardian(s) Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Emergency \_\_\_\_\_

**FIELD TRIP PERMISSION FORM**  
**(FORM C)**

**Saint Bernard School - 7501 Tangelo Drive - Louisville, Kentucky 40228**  
**Telephone Number (502) 239-5178 - Fax Number (502) 239-9025**  
**Email: stbernardlou.com**

I request that St. Bernard School allow my child to participate on a field trip to:

\_\_\_\_\_.

I give permission to my child, \_\_\_\_\_, to attend  
\_\_\_\_\_ in \_\_\_\_\_  
on \_\_\_\_\_.

Transportation will be by \_\_\_\_\_ Cost: \_\_\_\_\_

In consideration of the making of arrangements for the trip by St. Bernard School, I hereby release and save harmless St. Bernard School, Louisville, Kentucky and any and all personnel of St. Bernard School from any and all liability for any injuries, loss or other claims arising out of or resulting from this trip.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Legal Guardian

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**HEALTH PROBLEM STATEMENT FOR FIELD TRIPS**  
**(FORM D)**

**IN CONFORMITY WITH FORM D, THE SCHOOL OFFICE MUST ALSO  
HAVE ON FILE A COMPLETELY EXECUTED FORM B**

**Saint Bernard School – 7501 Tangelo Drive – Louisville, Kentucky 40228**  
**Telephone Number (502) 239-5178 - Fax (502) 239-9025**

Student's Name \_\_\_\_\_

Is taking \_\_\_\_\_ for (Condition) \_\_\_\_\_

Is taking \_\_\_\_\_ for (Condition) \_\_\_\_\_

Is taking \_\_\_\_\_ for (Condition) \_\_\_\_\_

Is taking \_\_\_\_\_ for (Condition) \_\_\_\_\_

I request that this student continue this treatment during the Saint Bernard School Field Trip to  
\_\_\_\_\_ on \_\_\_\_\_

**Special Instructions:**

**All medications (prescription and non-prescription) must be given to the chaperones. All medication should be sent to the School in the original container with the prescription label attached. The prescription label must include: the student's name, date, medication dosage, medicine strength, directions for use including frequency, duration, and route of administration, prescribing physician's name, and the pharmacy's name and address. If the medicine is a liquid, please be sure to include a medicine cup/spoon. Neosporin, Band-Aids, etc. will be provided by Saint Bernard School or the chaperones. No Pepto Bismol will be given to the students as it contains aspirin unless parent(s)/legal guardian(s) have instructed chaperones to do so above.**

\_\_\_\_\_  
Parent(s)/Legal Guardian(s) Signature

\_\_\_\_\_  
Date

**HEALTH INSURANCE:** Please, attach a copy of the front and back of your health insurance card to this form. Copies can be made at school.

Insurance Company's Name \_\_\_\_\_

Policy Number \_\_\_\_\_ Group Number \_\_\_\_\_

**St. Bernard Technology**  
**Internet and E-Mail User Agreement**  
**Parent Permission Form**  
**(FORM E)**

As the parent or legal guardian of \_\_\_\_\_  
Student(s) Name

I grant permission for my child to access networked computer services such as E-Mail and the Internet.

I understand that some materials on the Internet may be objectionable; however I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching or exploring electronic information and media.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

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**St. Bernard Technology**  
**Internet and E-Mail User Agreement**  
**Parent Permission Form**

As the parent or legal guardian of \_\_\_\_\_  
Student(s) Name

I grant permission for my child to access networked computer services such as E-Mail and the Internet.

I understand that some materials on the Internet may be objectionable; however I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching or exploring electronic information and media.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

(FORM F)

**ST. BERNARD SCHOOL  
7501 TANGELO DRIVE  
LOUISVILLE, KENTUCKY 40228**

**TELEPHONE NUMBER: (502) 239-5178  
FAX NUMBER: (502) 239-9025**

The ST. BERNARD SCHOOL HANDBOOK is published so all faculty and staff members, parent(s)/legal guardian(s), and students of St. Bernard School may have a ready reference to information necessary for participating in the philosophy and daily operation of our school. All faculty and staff members, parent(s)/legal guardian(s), and students must read the information contained in this handbook to minimize misunderstandings. When the handbook does not give you the information you need, please contact our school personnel. Parent(s)/legal guardian(s) and students are required to sign the attached copy of this contract indicating they have read the handbook and agree to be governed by our policies and procedures. **THE SIGNED CONTRACT SHOULD BE RETURNED TO THE HOMEROOM TEACHER OF THE OLDEST STUDENT IN THE FAMILY ON THE FIRST DAY OF SCHOOL.**

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We have read the SAINT BERNARD SCHOOL HANDBOOK and agree to be governed by and participate in the policies and procedures of Saint Bernard School.

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Signature – Student

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Date

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Signature – Student

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Date

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Signature – Student

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Date

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Signature(s) – Parent(s)/Legal Guardian(s)

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Date

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E-mail addresses for Parent(s)/Guardian(s)

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Homeroom Teacher

**RIGHT TO AMEND: ST. BERNARD SCHOOL RESERVES THE RIGHT TO AMEND THIS HANDBOOK. NOTICE OF AMENDMENTS WILL BE PLACED IN FRIDAY FOLDER.**

**ST. BERNARD SCHOOL**  
**STUDENT PHOTO RELEASE FORM**  
**(FORM G)**

St. Bernard Catholic School  
7501 Tangelo Drive  
Louisville, Kentucky 40228  
Telephone: (502) 239-5178  
Fax: (502) 239-9025  
E-mail: stbernardlou.com

St. Bernard School would like to use pictures of students as they are engaged in school activities, sports, drama, classroom activities, etc. for various public relations purposes. These photographs may be used on the St. Bernard School website, brochure, event flyers, etc. Occasionally, representatives from the Louisville media (newspaper and/or television reporters) will visit our school to report activities and will publish photos/videos of our students. In order to do this, we need a signed "blanket" permission form from parents for all the children in the family. We will keep this "blanket" permission form on file.

As a safety concern, we do not use first names in conjunction with any student photo on our school website. Additionally, we do not print full names and addresses of any student.

Please complete this form and return it to the homeroom teacher of the oldest student in the family on the first day of school.

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_ Age \_\_\_\_\_

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_ Age \_\_\_\_\_

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_ Age \_\_\_\_\_

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_ Age \_\_\_\_\_

Parent(s) Name \_\_\_\_\_ Date \_\_\_\_\_

Parent(s) Signature(s) \_\_\_\_\_

**ST. BERNARD SCHOOL**  
**TRAFFIC FLOW INSTRUCTIONS**  
**(FORM H)**

**SCHOOL ARRIVAL / DIMISSAL PROCEDURES**

Arrival – Kindergarten through 8<sup>th</sup> grade

**Enter** from Glaser or Lorenzo ONLY

Do NOT enter through Tangelo

Drop off in front of main school building at Parish Hall entrance

**Exit** ONLY by Tangelo or gravel road near new field

NO left turn allowed between Church and Parish Building Annex building

Dismissal – Kindergarten through 8<sup>th</sup> grade

**Enter** from Glaser or Lorenzo ONLY

Do NOT enter through Tangelo

Students **MUST** be picked up, by an adult, in front of the main school building

Students may **NOT** walk unattended to front of Church or beyond

**Exit** ONLY by Tangelo or gravel road near new field

Again, NO left turn between Church and Parish Building Annex building

**PLEASE DO NOT LEAVE MAIN SCHOOL LOT UNTIL ALL  
CARS ARE DISMISSED (do not back up out of spaces to leave).**

**PLEASE FOLLOW TRAFFIC PATTERN!**

**Preschool Arrival/Dismissal**

Arrival – Preschool

All 3 and 4 year olds should be dropped off at the Preschool ramp entrance in front of the Preschool building. Cars entering from Glaser will follow blacktop road and enter preschool drive from there. Cars entering from Lorenzo should move directly to drive leading to Preschool. After dropping child off, turn left and exit by Tangelo Drive.

Dismissal - Pre-K - (2:30 p.m.)

Parents or designated adults should park in spaces in front of parish annex and walk to the area in front of Preschool entrance to wait for your child. If you have older children, you may then walk to Parish Hall entrance to meet those children.

As always, the safety of our students is the motivation for the arrival and dismissal procedures. Please drive slowly and safely and ALWAYS follow the above guidelines in order to ensure the safety of all our students.

Also, as a courtesy to students who might be afraid of dogs as well as preventing a congestion problem, please leave your pets in your vehicles when waiting for your child(ren) to come out of Parish Hall door.

# **B I N G O** **(Volunteer Parent Crew)**

## *Why are YOU so important to our school?*

We are blessed to send our children to St. Bernard Catholic School. Our school strives to provide the highest quality spiritual and religious formation as well as an outstanding academic program and curriculum.

As parents, we sacrifice both financially and voluntarily with our time to provide this opportunity for our children. **To help keep operational costs down and tuition rates lower**, St. Bernard hosts a weekly Sunday evening Bingo at the Jeffersontown Bingo Hall at 9125 Galene Drive. Parent volunteers arrive by 5:30 p.m. and work to approximately 9:30 p.m.

To make our Bingo successful, we ask that each family work **three Bingos per child each school year**. This commitment on your behalf is much needed and greatly appreciated.

Reminders will be posted on-line and in the weekly Tidbits. Two additional reminders (a notice in the student Friday Folders and a postcard in the mail) are sent home to notify parents of their upcoming Bingo commitment. The 2010-2011 Bingo class schedule is on the reverse of this paper.

In addition, did you know . . . ?

- Bingo brings in approximately \$50,000+ per year.
- These proceeds continue to help St. Bernard reduce the total parish debt which in turn keeps your tuition rates competitive if not lower than other schools.
- Income from Bingo has provided the opportunity to update and renovate our computer lab and library, supply new classroom computers, and upgrade technology.

And, most importantly, all of this would not have been possible without YOU - our dedicated St. Bernard School parents !!

\*\*On-site Bingo Chairperson - Robyn Staples, 266-0026 (Bingo Hall)

\*\*School contact - Leslie Hooker, 239-5178, ext. 113

Mrs. Dearing/ Mrs. Fahringer	3	October 10, 2010	February 6, 2011	June 12, 2011
Mrs. Tobbe	3	October 17, 2010	February 13, 2011	June 19, 2011
Mrs. Louderback	2	October 24, 2010	February 20, 2011	June 19, 2011
Mrs. Putman	2	October 31, 2010	February 20, 2011	June 26, 2011
Mrs. Schadt	1	October 31, 2010	February 27, 2011	July 3, 2011
Mrs. Shircliff	1	November 7, 2010	March 6, 2011	July 3, 2011
Mrs. Boone	K	November 14, 2010	March 13, 2011	July 10, 2011
Mrs. Fahringer	K	November 21, 2010	March 20, 2011	July 17, 2011
Mrs. Stone	K	November 28, 2010	March 27, 2011	July 24, 2011
Mrs. Brohm Mrs. Brodt	PK-4	December 5, 2010	April 3, 2011	July 31, 2011
Mrs. Bruno Mrs. Smith	PK-4	December 5, 2010	April 3, 2011	July 31, 2011
Mrs. Mills Mrs. Howard	PK-4	December 12, 2010	April 10, 2011	August 7, 2011
Mrs. Fouts Mrs. Cannon/Dobson	PK-3	December 12, 2010	April 10, 2011	August 7, 2011
Mrs. Williams Mrs. Hook	PK-3	December 19, 2010	April 17, 2011	August 14, 2011
<b>MAKEUP DATE</b>	All grades			<b>August 14, 2011</b>

Mrs. Stucker	5	September 27, 2009	January 31, 2010	June 6, 2010
Mrs. Gerdis	4	October 4, 2009	February 7, 2010	June 6, 2010
Mrs. Hayden	4	October 4, 2009	February 7, 2010	June 13, 2010
Mrs. Dearing Mrs. Bickel	3	October 11, 2009	February 14, 2010	June 13, 2010
Mrs. Tobbe	3	October 11, 2009	February 14, 2010	June 20, 2010
Mrs. Louderback	2	October 18, 2009	February 21, 2010	June 20, 2010
Mrs. Putman	2	October 25, 2009	February 28, 2010	June 27, 2010
Mrs. Schadt	1	November 1, 2009	March 7, 2010	July 4, 2010
Mrs. Shircliff	1	November 8, 2009	March 14, 2010	July 4, 2010
Mrs. Boone	K	November 15, 2009	March 21, 2010	July 11, 2010
Mrs. Fahringer	K	November 22, 2009	March 28, 2010	July 18, 2010
Mrs. Stone	K	November 29, 2009	April 11, 2010	July 25, 2010
Mrs. Brohm Mrs. Brodt	PK-4	December 6, 2009	April 18, 2010	August 1, 2010
Mrs. Bruno Mrs. Smith	PK-4	December 6, 2009	April 18, 2010	August 1, 2010
Mrs. Mills Mrs. Howard	PK-4	December 13, 2009	April 25, 2010	August 8, 2010
Mrs. Fouts Mrs. Cannon/Dobson	PK-3	December 13, 2009	April 25, 2010	August 8, 2010
Mrs. Williams Mrs. Hook	PK-3	December 20, 2009	May 2, 2010	August 15, 2010
<b>MAKEUP DATE</b>	All grades			<b>August 15, 2010</b>