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MISSION STATEMENT

The roots of St. Bernard School are securely entrenched in its history. In 1867, St. Bernard School and Church were begun through the sacrifices of the Catholics in the Taylor Creek area, thus showing the importance placed on both Education and Religion.

Today, St. Bernard School exists to provide its students with a quality Catholic Education. Through our value-centered environment and our stress on academic excellence reached through responding to the individual needs of each student, we strive to prepare our students to successfully meet the challenges of tomorrow.

Together the staff, parents, and students are working to make

St. Bernard.....an excellent choice!

BELIEF STATEMENTS

St. Bernard School is committed to the quality education of children in partnership with their parents. We strive to educate the whole person by promoting the spiritual, moral, physical, and intellectual development of each student in a value-centered environment.

The curriculum of St. Bernard School is geared to equip the students with the basic skills necessary, not only to meet, but to excel when presented with the academic challenges of the secondary school.

Each student is encouraged to set and to meet personal goals that are realistic in academic potential and achievement. To reach these goals we seek to challenge the unique individual abilities of each student so that the student's self-worth and self-esteem will be enhanced and academic excellence attained.

Our students are offered opportunities for interaction with peers, as well as with others who may enrich or broaden their learning experiences.

We aim to help the students develop self-discipline, personal responsibility, and standards of behavior that come from within; thus, showing respect for the rights, feelings, and opinions of others.

As a Catholic School, we are especially bound to create an atmosphere enlivened by the gospel spirit that will lead our students to assume responsibility in the community in which they live. We do this by stressing love and respect for God, self, and others. A concern for peace and justice is fostered, and we place special emphasis on helping the poor in our own area, as well as in mission lands. Formal Religion classes and active participation in the liturgy and other religious functions are essential elements in our school.

Since the school is an extension of the entire faith community, the students are given the opportunity to develop the many facets of faith-life that bind individuals together and bring awareness of our mission to witness for Jesus Christ. We aim to form a Catholic community within the school and to attempt to instill in each student, true Christian values.

We strive to develop a sense of respect for all authority: church, civil, home, and school by teaching and demanding the proper marks of respect and courtesy.

At St. Bernard we are committed to caring leadership, competent teaching, and cooperative endeavors with students and parents. It is only through working together that we can best serve our students.

ADMISSION POLICIES

- A. No child will be excluded from St. Bernard School solely because of race, color, religion, national origin, or ancestry.
- B. In accordance with the Ohio Revised Code (3321.01) a child must be five (5) years of age on or before September 30 of the year of admittance to enter kindergarten. A child of 5 born between October 1 and December 31 inclusive may be considered as an underage candidate – see Underage Admittance below.
- C. Students registered for half or full day kindergarten will not be permitted to alternate between the full-day and half-day session. Request for a change in sessions after the start of the school year will be at the discretion of the kindergarten teacher and principal.
- D. New students for grades 2 – 8 will be accepted into St. Bernard School contingent upon three factors.
 - a. An interview between the student, his/her parents or guardians, and the principal.
 - b. Receipt and review of applicable transcripts and records from the student's prior school.

- c. A screening of grade appropriate materials in the areas of writing, reading, and mathematics will be administered to evaluate student readiness. These results will be reviewed by the principal, appropriate staff, and parents or guardians. For those students identified at risk by this screening, the final decision of admission acceptance will be made by the school administrator in conjunction with his/her staff, the child's parents, and the child's previous teacher(s) and administration.
- E. If St. Bernard School can meet the academic, psychological, and physical needs of the new student, he/she will be accepted for a one year probationary period.
- F. The student's performance will be monitored throughout the probationary period. Any problems with the student's performance during this probationary period will result in a meeting between the student's parents/guardians, his/her teacher(s), school psychologist, and the principal. Upon successful completion of the probationary period, final acceptance will be granted by the principal.
- G. Admission to St. Bernard School shall not be based solely on ability or achievement. A student with special needs who is seeking admission will be accepted if the school administration feels the school has the educational program that will benefit the needs of the student.
- H. A physically handicapped child will be admitted to St. Bernard School if the school can meet the needs of the child. These admissions will be made at the discretion of the school administration.
- I. Thirty (30) is the maximum number of students per class. If a class is currently above this maximum, proper class size will be achieved through attrition.
- J. It is not the intention of St. Bernard School to require families to send their children to different schools due to class size restrictions. Therefore, exception to maximum class size may be made to accommodate all the siblings of a family. Siblings of multiple births will not be split up due to class size limitations. Acceptance of students will be based on the Priorities of Admission stated below. In the event that a child from a multiple birth maximizes the class size limitation, the class size will be increased to accommodate all of the siblings of that multiple birth. Also at the discretion of the school administration, siblings may be accepted into a grade whose maximum class size has been reached if other siblings have been accepted into other grades.
- K. The maximum class size might also be exceeded if the retention of a student causes an already enrolled class to exceed 30.
- L. If registration requests exceed the maximum class size, a waiting list will be created. Four (4) separate lists will be kept. If openings occur, they will be filled in this same order. 1) Families registered with the parish office who have had or have siblings enrolled in good standing in the parish school. 2) Families registered with the parish office with no current or past siblings enrolled. 3) Families not registered with the parish office who have had or have siblings enrolled in good standing in the parish school. 4) Families not registered with the parish office. The school will maintain a family's position on the waiting list only for the year in question. If a family would like to remain on the list for a subsequent year, it is the responsibility of the parents to notify the school of this intent.
- M. As space allows a second class may be considered if the waiting lists exceed 18 for a given grade.

All incoming students are required to produce a birth certificate, baptismal record if applicable, and any applicable court documentation(s) at the time of registration. A non-refundable registration fee of **\$50 per child or \$100 per family** must be paid at the time of registration.

UNDERAGE ADMITTANCE

Parents who make application for early admission to kindergarten for their child are referred to their respective local public school district for evaluation. The school will accept the recommendation of the public district. Underage admissions are made on a trial basis. Failure to make a satisfactory adjustment will constitute grounds for removal of the underage child from the program. Underage children who have qualified and have successfully completed kindergarten are eligible, without further evaluation, for first grade promotion.

PRIORITIES OF ADMISSION

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

- A. Students presently in good standing and currently enrolled in the school program are assured admittance for the upcoming year provided they register within the deadlines published by the school administration.

If registration requests exceed the maximum class size and a waiting list develops, students will be accepted according to the following guidelines:

- 1) Families registered with the parish office who have or have had children enrolled in good standing in the parish school.

- 2) Families registered with the parish office and whose child was on the waiting list the prior year.
- 3) Families registered with the parish office according to the order of registration with the parish.
- 4) Families not registered with the parish office and have or have had children enrolled in good standing in the parish school.
- 5) Families not registered with the parish office and whose child was on the waiting list the prior year.
- 6) Families not registered with the parish office. While registration applications for families not registered with the parish office will be taken, registration will not be open to non registered families until August 1st of the upcoming school year. Order of registration of families not registered with the parish office will be at the discretion of the school administration. An exception to this policy may be made at the discretion of the school administration when a family, registered with another Catholic parish, wishes to enroll a student in St. Bernard's kindergarten. This exception will be made only if the other parish school does not have a kindergarten program. In such a case, subsequent enrollment for future years will be extended in accordance with #1 above only if the family registers with St. Bernard parish.
- 7) Families will only be placed on a waiting list if they attempt to enroll a child during the formal registration period and are denied due to class size limitations. Waiting lists will not be generated based on a family's intent to register for future years.

TUITION & FINANCIAL AIDE

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

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

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

All issues involving tuition and financial aide should be addressed to the parish office (353-4207).

THE SCHOOL DAY AND ATTENDANCE

DAILY SCHEDULE

8:45 AM Bell rings to formally begin the day. All students are in their homerooms for opening exercises

8:50 AM Classes begin

11:50 AM – 12:30 PM Lunch & Recess Period Grades 4 & 5

12:30 PM – 1:10 PM Lunch & Recess Period Grades 6, 7, & 8

12:50 AM – 1:35 PM Lunch & Recess Period Grades K, 1, 2, & 3

3:20 PM Dismissal

All students should enter the building through the double glass doors located by the school office. The students are to go immediately to their classrooms upon arrival in the school building. St. Bernard School will not accept responsibility for any child on the school premises before the arrival of the first school bus in the morning, nor after the departure of the last school bus from the premises in the afternoon except for occasions pertaining to school activities, After School Care, and prior arrangements made with the principal or their representative. Walkers and car riders should not come to school before 8:15 a.m. without the permission of the principal or their representative. If students are here before 8:15 a.m. they should go to the Library. A one dollar payment will be required for each child each day. A parent dropping off their child(ren) at this time is responsible for the child getting safely into the building. Absolutely no students will be permitted into the building before 7:30 a.m. Parents are not permitted to drop off their children before that time. No child is permitted in the school building at any time without adult supervision.

ATTENDANCE

Regular attendance is necessary if one is to be successful in school. Please try to make dentist, doctor, and other appointments at other times, if at all possible, outside of school hours.

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

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

Tardy: a student reports for classes between 8:45 a.m. and 9:45 a.m.

Early Dismissal: a student is released sick or at the parent's request after 2:20 p.m.

½ Day Absent: a student reports for classes after 9:45 a.m.; is released from classes for any reason prior to 2:20 p.m.; or is released from school at the parent's request for more than 1 hour.

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

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

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

POLICY FOR ABSENTEEISM

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

Absences are unexcused when "parents overslept", child had to "baby-sit", child was "too tired from a full weekend of sports activities" or like excuses.

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

TARDINESS

Any child privately transported who arrives after the starting time of 8:45 a.m. but before 9:45 a.m. is marked tardy. When a student arrives at school tardy, they must report to the school office with written reason from the parents explaining the tardiness. The secretary will give the tardy student a pass to get into class. Repeated tardiness (other than necessary medical reasons) interferes with learning and will be brought to the attention of the parents in order to resolve the situation. **If a student receives five tardies (other than necessary medical reasons) a detention will be issued.**

DEPARTURE DURING OR AT THE END OF THE DAY

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

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

DISMISSAL TO ANYONE OTHER THAN CUSTODIAL PARENT

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

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

AFTER SCHOOL CARE

An after school latchkey program is available on an "as space permits" basis. For an additional fee, students will be supervised between the normal dismissal time up to 6:00 p.m. Contact the school office for further details.

EMERGENCY CLOSING DUE TO INCLEMENT WEATHER

St. Bernard currently has students enrolled who live in six different public school districts. We follow the school closing due to inclement weather policy of the Northwest School District – the district over 50% of our students are derived. All effort will be made to have our school closing announced separate from Northwest, but this is not within our control and therefore cannot be guaranteed.

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

The morning kindergarten session will be cancelled in the event the school is on a starting time delay.

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

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

VACATIONS

Family vacations for any reason are strongly discouraged during days when school is in session. The school cannot give permission for students to take a vacation during school time. It is the parent's decision to do so. Teachers are not required to plan assignments either before the vacation or instruct the students following their return. If a family goes on vacation the school does not assume responsibility for the make-up work of the student. The student should ask a friend to make a duplicate of all assignments given and the dates of the tests. When returning from the vacation, the student has a week to return all assignments and make arrangements with the teacher for makeup tests. Assignments and tests not completed in this time frame will receive no credit and the student will be graded accordingly.

TAKE YOUR CHILD TO WORK DAY

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

PERFECT ATTENDANCE

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

ACADEMIC POLICIES

HOMEWORK

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

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

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

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

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

15 minutes	Kindergarten
20 minutes	Grade 1
30 minutes	Grade 2
45 minutes	Grade 3
90 minutes	Grade 4, 5, & 6

120 minutes Grade 7 & 8

Students of grades 6, 7, and 8 will take mid-year and final exams.

ASSIGNMENT BOOKS

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

REPORTING OF STUDENT PERFORMANCE

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

Interim reports are sent home each quarter to all students in grades 1-8 at the approximate mid point of each quarter.

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

Grading Scale for Grades 4 – 8

The following percentage breakdown is used for the academic subjects:

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

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

Marking Scale for Grades 1 – 3

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

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

Marking Scale for Kindergarten

S	Satisfactory progress
N	Needs further help/experience

ACADEMIC HONOR ROLL

The Academic Honor Roll is posted after each quarter. Students in grades 5 – 8 are eligible for both First and Second Honors. The Academic Honor Roll is based on the subjects of Religion, Reading, English, Math, Social Studies, and Science. Students may not have a grade below C- in any of these subjects and no less than a satisfactory effort grade in these or any of the remaining subjects. These six subjects are given points according to the assigned grade as follows:

A+	10	B+	7	C+	4
A	9	B	6	C	3
A-	8	B-	5	C-	2

First Honors requires a total of 48 points (A- average). Second Honors requires a total of 30 points (B- average).

Students achieving the Academic Honor Roll will have their names posted in the school throughout the following quarter, will receive a certificate of recognition, and receive a special treat from the principal.

PROMOTION AND RETENTION POLICIES

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

It is the policy of St. Bernard school to retain a student in junior high level (grades 6 through 8) when a student has a failing grade of F in two of the major subjects (required by State Proficiency) on the final report card.

The parents of students who are at risk will be notified in writing at the end of the 2nd and 3rd quarters. Plans of intervention will be discussed under the normal operation of the Intervention Assistance Team (IAT) as described below.

Failure or unsatisfactory progress in any subject for the year will necessitate the student being tutored (at the expense of the parent) during the summer months in the subject(s) failed. No final report card or in the case of an eighth grade student, graduation certificate will be issued until a report from a certified tutor or accredited summer school is received indicating that the student has successfully achieved the objectives as outlined by the student's teacher. Twenty hours of instruction time with a certified tutor and 10 hours of independent work in a subject(s) the student has failed is required for summer tutoring. The tutor or summer school must be approved by the principal.

RECORDS

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

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

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

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

Report to the Treasurer of the Board

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

TESTING

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

Standardized tests (Terra Nova) chosen by the Archdiocese are given to the students in grades 2, 4, 6, and 8 during a specified time (typically October) of the school year.

Writing samples are submitted to the Archdiocesan School Office from grade 3, 5, & 7.

Dynamic Indicators of Basic Early Literacy Skills (DIBELS) is an assessment tool for preventing reading failure. Students in grades K-3 will be screened three times each year.

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

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

TEXTBOOKS

Students are responsible for all the textbooks given them for their use. Hardbound books are to be covered at all times. Contact paper is not to be used in the covering of textbooks. Students will be fined for damaged and lost books. Final report cards and

records will be withheld until all textbooks and workbooks, both consumable and non-consumable, are returned and assessments are paid. A bag of some durable water repellent material must be used for carrying books to and from school. Books will not be issued to students who have not settled their previous account for a lost or stolen book(s).

COMMUNICATIONS

PUBLICATIONS

Open lines of communication are an important means of strengthening the cooperative efforts among students, parents, and teachers. A weekly school newsletter will be sent home each Wednesday with the oldest in each family. All correspondence from the school office will be held and attached to this newsletter. If circumstances warrant, additional flyers will be distributed at other times at the discretion of the principal. Typically included in this newsletter will be short blurbs from each teacher giving a general overview of their classroom activities. These blurbs are not intended to supplant the student's assignment book, but are aimed at strengthening the parent's knowledge of the classroom activities of their children.

All items distributed through the school are at the discretion of and must be approved by the principal. Any such correspondence should in some way directly benefit the students, parents, staff, school, or parish at large. In some instances, communications involving outside programs are distributed. These items are distributed as a public service to our students and parish at large. They should not necessarily be inferred as an endorsement. Persons wishing to have items included in the weekly newsletter should submit them in writing by noon Monday of the week of publication.

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

PARENT & TEACHER CONFERENCES

Parent-teacher conferences are held twice a year. Others may be held at a mutually agreeable time at the request of the parents or teacher. Parents are encouraged to call any of the teachers whenever they feel that a conference is necessary for the child's advancement. Parents wishing to arrange a conference are advised to call the teacher through the school office so that a conference may be arranged with the teacher.

Parents are not to go to classrooms before, during, or after school without checking in at the school office. Forgotten lunches, schoolwork, books, etc. must be dropped off at the office. As stated above, conferences with teachers must be arranged ahead of time.

CONFLICT RESOLUTION

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

All communications with the Education Commission must be submitted in writing and pertain to policy only.

Intervention Assistance Team (IAT)

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

CODE OF DISCIPLINE

DISCIPLINE PHILOSOPHY

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

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

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

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

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

GENERAL REGULATIONS

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

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

PERSONAL DEVELOPMENT PROGRAM

- 1) Twice per quarter – for a total of 8 marking periods – all students in grades 1-8 are issued a Personal Development card that is divided into three sections:
 - a) Assignment – incomplete class work and homework
 - b) Preparation – missing materials such as pens, books, signed papers, and uniform violations.
 - c) Behavior – conduct inconsistent with the academic atmosphere of the school
- 2) Violations receive one mark on the appropriate section of the card.
- 3) Marks are accumulated during the respective period. At the end of each period, the student is issued a new card and the slate is cleaned. Excessive marks that accumulate during a specific period warrant a detention. Detentions are assigned per section according to the following:
 - a) Assignment – every 3rd mark
 - b) Preparation – every 5th mark
 - c) Behavior – every 3rd mark
- 4) Marks are documented and are reported to the custodial parent(s) at the end of each week. The parent is required to sign this notice and return it to school the following school day. Failure to return this notice may result in further marks and/or detention.
- 5) In **Kindergarten and First Grade**, there may be variances on the policies above. The teachers will notify the parents of these variances.

DETENTIONS

- 1) Unless otherwise noted, detentions are served after school on Wednesdays and the first Saturday of each month.
- 2) Detentions will be tallied in two separate groups: Assignment & Preparation and Behavior
 - A) Behavior Detentions
 - i) First detention – ½ hour after school
 - ii) Second detention – 1 hour after school
 - iii) Third detention – Saturday detention 9a.m. to 12:00p.m. and a required meeting of the Intervention Assistance Team (IAT) **A \$20 fee will be charged to those students serving a Saturday detention.**

- iv) Fourth detention – ½ day in-school suspension
- v) Fifth detention – 1 day in-school suspension
- vi) Sixth detention – 2 day out of school suspension
- vii) Seventh detention – expulsion may occur or the custodial parent(s) may be requested to withdraw the student from school.

B) Assignment & Preparation Detentions

- i) Assignment and Preparation detentions are tallied separately but both follow this pattern.
 - (a) First detention – ½ hour after school
 - (b) Second detention – 1 hour after school
 - (c) Third detention – 1 hour after school and a required meeting of the IAT
 - (d) Fourth and subsequent detentions – Saturday detention 9a.m. to 12:00p.m. A \$20 fee will be charged to those students serving a Saturday detention.**

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

- 3) Tallies for all types of detentions are begun anew each semester (the beginning of the 1st and 3rd quarters).
- 4) When a student receives a detention for any reason, a detention slip will be completed and given to the student. This slip must be signed by a custodial parent and returned the next school day to the staff member who issued the detention. Note - On the last day of classes each week, the homeroom teachers are given a print out of their students who received marks during the previous week. Therefore, detentions issued due to accumulated violations on the Personal Development Card are written and sent out that day.
- 5) Failure to return the slip on time will increase the length of the detention. If the detention slip is again not returned, the principal may issue further detention or suspend the student (in or out of school) as he/or she deems appropriate.
- 6) Once a detention is issued it must be served on the assigned date and time. No exceptions will be made except in the case of a prearranged medical appointment or by circumstances deemed reasonable by the principal.
 - A) In the case of a medical appointment, proper documentation on the physician or therapist's letterhead or prescription pad must be submitted the following school day to the principal as confirmation the appointment was kept. Failure to submit this documentation may result in further disciplinary measures.
 - B) Proposed inability of the parent or their chosen surrogate to transport the child in a timely manner after detention is not considered a reasonable cause to reschedule detentions. It is the responsibility of the parent to see that the child will be supervised once detention is served. After School Care is a potential option pending room availability. Parents should make these arrangements ahead of time to ensure that After School Care is available. The parent will be responsible for all fees incurred if they exercise this option.
 - C) Conflicts with extra curricular activities such as but not limited to Scouts, sport practice, or sport competitions at any level are not deemed as reasonable circumstances to exempt a student from serving detention on the assigned date and time. Under no circumstances will the school permit participation in such events until the detention is served.
 - D) If an assigned detention is missed due to the student's absence from school, the cancellation of all detentions for that day by the school, or formally excused by the principal the student will serve the detention on the next regularly scheduled detention date.
 - E) Regularly scheduled detentions will not be served on days when school is not in session i.e. snow days, etc.
 - F) Students not reporting to detention without being excused by the principal are subject to an out of school suspension.
- 7) Parents picking up their child from detention must enter the building and sign their child out of detention unless prior arrangements have been made for the child to report to After School Care.
- 8) Towards the end of the school year, the principal may bar students from school activities i.e. Field Day, field trips, etc. if a student has accumulated more detentions than can be served through regularly scheduled detention dates. Suspensions may also be a possible consequence of this situation.

PERSONAL DEVELOPMENT HONOR ROLL

The Personal Development Honor Roll is posted after each quarter. All students in grades 1-8 are potentially eligible.

To be named to the Personal Development Honor Roll a student must have no more than three (3) marks of any type and have received no detentions throughout the quarter.

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

PRINCIPAL'S AWARD

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

SUSPENSIONS

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

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

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

EXPULSIONS

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

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

IMMEDIATE DETENTIONS, SUSPENSIONS, OR EXPULSIONS

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

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

1. Continued class or school disruption
2. Insubordination
3. Physical or psychological abuse of another person
4. Threatening or intimidating acts toward another person (Bullying)
5. Verbal, written or gestured obscenity
6. Possession or use of drugs, alcohol or cigarettes
7. Possession of firearms, knives, or other dangerous objects, including firecrackers
8. Stealing
9. Consistent failure to submit school assignments or perform work in class
10. Cheating, includes but not limited to copying other students' work, tests, and/or projects
11. Plagiarism, copying material from the internet and/or other resources
12. Truancy
13. **Vandalism**

14. Other actions that are seriously opposed to school policy or the philosophy of the Catholic school.

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

CORPORAL PUNISHMENT

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

PRINCIPAL'S ROLE

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

ST. BERNARD SCHOOL DRESS CODE

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

GIRLS

1. The girls' uniform consists of the regulation plaid jumper/skirt with a white tailored blouse or white knit shirt. The skirt or jumper may be no shorter than two inches above the knee. Girls in grades 1 through 5 wear the jumper. Girls in grades 6 through 8 wear the skirt.
2. Navy blue (**NOT ROYAL OR NOT FADED**) dress pants may be worn with a white tailored blouse, or white knit shirt. **No denim fabric or slacks with rivets on the pockets are permitted. Slacks or shorts must fit and be worn at the waist. Cargo and carpenter style pants are not considered uniform. These pants or any other styles with large outer pockets will not be permitted. Pants should be free from any holes or tears in the material.**
3. Solid navy blue, white, or dark green colored socks are to be worn with presentable sturdy shoes. No open toed sandals or shoes are permitted. Tights of navy blue, dark green, or white along with socks, may be worn in cold weather under the regular uniform.
4. A sweater is optional, but when worn, must be solid white, navy blue, or dark green. A sweatshirt is not to be worn unless it is the St. Bernard sweatshirt. If a sweatshirt is worn, a regular school uniform shirt must be worn underneath.
5. **A solid white turtleneck or t-shirt (no lettering or graphics) may be worn under the uniform blouse.**
6. No cosmetics are to be worn with the exception of clear nail polish. Students who arrive at school with colored nail polish will be subject to the disciplinary code of the school and will be required to remove the polish before being permitted to return to class. Common nail polish remover is kept in the school office for this purpose.
7. **Small post earrings, a watch, and/or a religious medal and chain may be worn. No large hoops or dangling earrings, bracelets or other jewelry should be worn.**
8. Body piercing other than the ear lobe is not permitted.
9. Tattoos whether temporary or permanent are not permitted. This would include students writing on themselves or each other.
10. For Physical Education the following **MUST** be worn: a school approved T-shirt and shorts. Gym shoes with non-scuffing soles. Kindergarten students will not change for Physical Education but must wear appropriate gym shoes. Each student is to have their own Phys Ed clothing which may not be shared with another child on the same class day.

BOYS

1. The boys' uniform consists of standard solid navy (**NOT ROYAL OR NOT FADED**) blue dress pants. **No denim fabric or slacks with rivets on the pockets are permitted. Slacks or shorts must fit and be worn at the waist. Cargo and carpenter style pants are not considered uniform. These pants or any other styles with large outer pockets will not be permitted. Pants should be free from any holes or tears in the material.**
2. A solid light blue or white knit pullover shirt with a collar or a solid light blue dress shirt must be worn.
3. Navy blue or white socks are to be worn with presentable sturdy shoes. No open toed sandals or shoes are permitted.
4. A sweater is optional, but when worn, must be solid white, navy blue, or dark green. A sweatshirt is not to be worn unless it is the St. Bernard's sweatshirt. If a sweatshirt is worn, a regular school uniform shirt must be worn underneath.

5. **A solid white turtleneck or t-shirt (no lettering or graphics)** may be worn under the uniform shirt.
6. A watch and/or a religious medal and chain may be worn. No bracelets or other jewelry should be worn.
7. No jewelry as a result of body piercing of any type is permitted.
8. Tattoos whether temporary or permanent are not permitted. This includes students writing on themselves or each other.
9. For Physical Education the following MUST be worn: a school approved T-shirt and shorts. Gym shoes with non-scuffing soles. Kindergarten students will not change for Physical Education but must wear appropriate gym shoes. Each student is to have their own Phys Ed clothing which may not be shared with another child on the same class day. Failure to bring gym clothes will result in a mark on the personal development card.

Students in grades 5-8 who wear slacks or shorts with loops on the waistband must wear a brown, black, or navy blue belt. (No chain belts)

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

For both boys and girls, collared St. Bernard spirit wear shirts issued through the school or items pre-approved by the school administration and issued through the athletic club may be substituted for regular uniform shirts.

HOT WEATHER UNIFORM

The hot weather uniform consists of:

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

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

OUT OF UNIFORM DAYS

From time to time the school may permit students to attend school out of their regular uniforms. The mode of dress should keep with both the safety of the child and the academic atmosphere of the school in mind. Clothes worn should be clean and without holes. Shorts if worn should be of walking length and of the non-mesh type. An example of items that are to be avoided during out of uniform days:

1. Open toe shoes and sandals
2. Dangling earrings
3. Wallet chains
4. Radical hair coloring
5. Shorts that have writing across the backside
6. Tank tops worn by themselves. Tank tops may be worn if an appropriate shirt is worn underneath
7. **Bare stomachs or backs may not be exposed due to the length of the shirt worn**
8. Garments that through their verbiage or depiction promote association with a group or organization not conducive to a learning environment or teachings of the Catholic Church

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

VISITORS/VOLUNTEERS

All visitors to the building must report to the school office and sign in. The administration should know at all times who is in the building and why. If you in the building, **before, during, and after school**, you are required to enter by the double glass doors outside of the office and sign in at the office to get a visitor’s badge. All school doors will be locked during school hours. This is being done for the safety of all the students.

All volunteers (including but not limited to Room Parents, chaperones, etc.) must take the Archdiocesan Child Protection Class and be fingerprinted. To ensure a consistent learning atmosphere we can not allow non-school age children to accompany parents when they volunteer (lunch room, classroom, and fieldtrips).

STUDENT PERSONAL ITEMS

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

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

Desks and lockers remain the sole property of the school and are provided to the student for their use and convenience. Since these items remain the property of the school, they may be searched at any time with the permission of the school administration or if deemed necessary for the safety of the school and all it serves. Student's personal school bags and other belongings may be searched in cases of just cause and/or reasonable suspicion. Such searches will be conducted only with two or more staff members and the child present.

LOST AND FOUND

The lost and found is located next to the office. Students and parents are encouraged to check this area for lost items. Unclaimed items are subject to donation or will be discarded. Students should have their name legibly affixed to all of their personal belongings.

FIELD TRIPS

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

FIELD TRIP PERMISSION FORM

The following is a sample of the field trip permission form that we must have before any child is permitted to take part in a field trip. If you do not have a printed copy of the form, you may send us a handwritten note, but the note must include ALL of this information. Verbal permission for field trips will not be accepted.

PERMISSION SLIP

***“I/We the parent(s)/guardian(s) of _____
request that the school allow my/our son/daughter to participate in the field trip to***

Place _____ Date _____

IN CONSIDERATION OF THE MAKING OF ARRANGEMENTS FOR THE TRIP BY ST. BERNARD SCHOOL, I HEREBY RELEASE AND SAVE HARMLESS THE SCHOOL OF ST. BERNARD, CINCINNATI, OHIO AND ANY AND ALL LIABILITY FOR ANY INJURIES, LOSS, OR OTHER CLAIMS ARISING OUT OF OR RESULTING FROM THIS TRIP.

Signature(s) _____ Date _____

HEALTH AND SAFETY REQUIREMENTS

EMERGENCY FORMS

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

MEDICAL RECORDS

Student Health Screening

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

Immunization

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

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

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

MEDICINE

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

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

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

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

SPECIAL NEEDS

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

CHILD ABUSE

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

AIDS POLICIES

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

PREGNANCY POLICY

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

SEXUAL HARASSMENT POLICY

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

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

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

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

Procedure for Investigating Complaints or Information Regarding Harassment/Sexual Harassment

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

1. The teacher/principal shall promptly and confidentially, look into the incident or circumstances by talking to witnesses or other persons having information.
2. After conducting the initial interviews with witnesses, the teacher/principal shall talk with the alleged about the incident. This helps confirm the fairness of the procedures and if the problem is a misunderstanding, future appearance of impropriety can be prevented.

3. Throughout the investigation a conscious effort will be made to judge the credibility of the information received. In particular, any circumstances which could lead witnesses to give false or substantially biased information must be identified and considered.
4. If the allegation is not yet proven or admitted, the investigator should conduct further investigation until she/he has made a determination or it becomes apparent that further investigation is unlikely to lead to a reliable conclusion.
5. When the investigation confirms that a serious incident has occurred or a pattern constituting harassment has been established, a recommendation for disciplinary action be made based on but not limited to the following:

The severity of the offense will determine the severity of the consequence. Subsequent offenses will be dealt with on a progressively severe basis.

1. Detention will be issued; the amount will be determined by the principal/teacher. Parents will receive written notification in the form of a detention slip.
2. Increased detention with a conference consisting of parents/guardian, and Intervention Assistance Team (IAT).
3. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the school's suspension/expulsion procedures.
4. Serious actions would result in the authorities being contacted.

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

EMERGENCY PROCEDURES

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

Fire

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

Tornado

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

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

Evacuation

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

LUNCHESES

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

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

Coordinated by the Parents' Club, a hot lunch program is offered on Tuesdays, Wednesdays, and Thursdays each week. Program specifics, costs, and monthly menus will be provided. This program is not a fundraiser, but is offered for the convenience of the parent and nutrition of the student. The program is subject to cancellation at any time if it is not properly supported and therefore losing money.

SCHOOL BUS REGULATIONS

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

PLAYGROUND REGULATIONS

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

FAMILY LIFE

Human relationships and sexuality are both very important and sensitive issues. Parents and Church share a common purpose and goal in raising children to be responsible adults and to behave in a manner consistent with Catholic doctrine. To that end, St. Bernard under the auspice of the Education Commission and pastor offers a series of Family Life classes for students in grades 5 – 8 and their parents co-attendance. Information regarding these classes will be publicly announced and distributed. All students in grades 5 – 8 and their parents are strongly urged to attend the full series.

COUNCIL ON ACTION RESPONSIBILITY AND ENCOURAGEMENT (CARE)

CARE is composed of all 6th, 7th, & 8th grade students who are dedicated to social action. Our members meet on a regular basis during school to serve the school and local community through activities such as collecting Easter Basket supplies for the poor and sponsoring of the Halloween Festival.

PERFORMING ARTS

The school encourages its students to develop a participation and appreciation for the performing arts. These programs are offered as an extracurricular activity and care is taken to minimize student lost class time. The participating student is responsible for any and all missed class materials and assignments. Written parental permission is required for a student's participation. While the school encourages and promotes student learning and performance in the arts, it reserves the right to restrict student participation if it is deemed as detrimental to the student's overall academic performance.

BAND

A Director apart from the school offers for a separate fee weekly band instruction to interested students in grades 4 – 8. Instruction is offered to students before and during the school day.

PRIVATE PARTIES

Students are certainly welcome to and are encouraged to properly interact with each other outside of the school setting. However, written invitations to private parties should not be distributed at school. This is particularly true when not all of the students of a given class are invited. We ask that students and parents alike be mindful and respect the often times fragile feelings of all of our students. Included in this handbook are class lists that will assist in the addressing of any invitations.

RESPONSIBLE USE OF TECHNOLOGY POLICY

POLICY

The school must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using the school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to the provisions of the Responsible Use of Technology Policy. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Data Acquisition Sites or other Internet Service Providers. The school has right of access to any electronic devices on school property. There shall be no reasonable expectation of privacy. The term student applies to any individual enrolled in the school regardless of age.

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including network and Internet for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors is forbidden.

USER RESPONSIBILITY

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

DISCIPLINARY ACTION

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

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

POLICY PROHIBITING WEAPONS IN THE WORKPLACE

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

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

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

premises and may be prohibited from future entry to the Archdiocesan/Parish property or premises.

PRINCIPAL'S RIGHT TO AMEND

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

PARENT'S ACKNOWLEDGEMENT OF SCHOOL POLICIES

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

EDUCATION COMMISSION

The Education Commission is an advisory group that conference with the pastor and principal concerning the general educational issues of both the parish and the school.

Their scheduled meetings are on the **4th Tuesday of September, October, January, March, April, and May.**

COMMISSION MEMBERS

Giselle Carroll	467-9244	Patty Young	574-4123
Mary Cline	923-4433	Ex-Officio Members:	
Heidi Heinrich	941-9594	Fr. Langenbrunner	353-4207 (Rectory)
Mike Collopy	353-0305	Leanora Roach	353-4224 (School)
Michelle Feldman	941-5719	Neil Stewart (PSR)	353-4207 (Rectory)
Debra Richter	598-6311		

PARENTS' CLUB

OUR OBJECTIVE:

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

It has been the policy of Parents' Club to furnish health equipment, playground equipment, and to finance parties and picnics for the children.

2006-2007 PARISH/SCHOOL FUNDRAISERS:

FESTIVAL & BINGO	<i>100% PARISH GENERAL FUND</i>
CHRISTMAS CARNIVAL	<i>100% PARENTS' CLUB</i>
PARISH PICNIC FOOD BOOTH	<i>½ PARENTS' CLUB, ½ ATHLETIC ASSOC.</i>
250 CLUB (BEGINS IN JANUARY)	<i>1/3 PARISH, 1/3 PARENTS' CLUB, 1/3 ATHLETIC ASSOC</i>
MONTE CARLO	<i>1/3 PARISH, 1/3 PARENT'S CLUB, 1/3 ATHLETIC ASSOC</i>

MEETINGS

Meetings begin at 7:00 P.M. and will be held on:

September 14th – Parent Orientation – Parish Center
October 16th – Church Hall – Speaker Jim Bisenius
January 18th – Church Hall
February 22nd – Church Hall
April 26th – Parish Center for Choral Festival Performance
May 4th – Family Night
May 25th – Parish Picnic – Stricker's Grove

BOARDS AND COMMITTEES

Presidential Board

Mary Beth Fritz 941-4893
Debra Ritcher 598-6311

Secretary

Lynn Rothan 741-8419

Treasurer

Tera Horton 574-3455

Budget Committee

Patty Siemer 741-9745
Barb Yoder 741-1165
Jeri Anhofer 385-6886

Christmas Carnival

Tina Johns 741-1078
Becky Stern 923-1139
Andrea Ferrell 741-4144
Judy Dimuzio 741-8330

Library

Linda Buescher 353-4224

Lunchroom Workers

Carole Schwettmann 923-2981

Room Parents

Heidi Heinrich 941-9594
Gisell Carroll 467-9244

Skating Parties

Andrea Ferrell 741-4144

Mission Festival

Gina Greve 385-5699
Barb Fox 941-3089
Beth Reynolds 353-4343
Michele Frey 353-1433
Allie Salerno unlisted

Tyson Chicken Labels

Jim Siniawski 574-6518

Textbook Exchange

Gayanne Masur 741-9311

Good Cheer

Martha Welling 941-5439

Monte Carlo

Debra Richter 598-6311
Diane Myers 941-7980
Jeri Anhofer 385-6886

Kings Island

Kathy Davis 574-7442

Hotlunch

Mary Beth Fritz 941-4893
Michelle Feldman 941-5719

Box Tops for Education

Karen Lucas 353-9711

SKATING PARTIES

All students are welcome to join us at The Skatin Place from 6:30 – 9:00 p.m. on the following dates:
Wednesday, October 4th Wednesday, November 29th Wednesday, January 24th
Wednesday, March 28th Wednesday, May 2nd

ROOM PARENTS

Room Parent Coordinators: Heidi Heinrich 941-9594 and Giselle Carroll 467-9244

Policy Regarding Room Parents:

Room parents will be selected by a random drawing among the names of individuals who have identified themselves as interested in the position.

The random drawing for room parents will be accomplished at school with the participation of the Room Parent Coordinator and the Parents’ Club President or Vice-President.

The first name selected during the random drawing will be considered the “Head Room Parent.” Four additional names will be selected as “Room Parent.”

All persons selected as Room Parents should be scheduled by the Head Room Parent to perform a reasonable portion of the tasks required.

An individual cannot be a room parent for more than one room in a given school year unless there are less than five (5) persons applying to be room parent for one of the grades involved.

Room Parents will be chosen in September for the current school year.

The room parents will be responsible for the following events in addition to their duties outlined by the Room Parent Coordinator:

- Grade 1: Christmas production – refreshments
- Grade 2: Grandparents’ Day with 4th Grade
- Grade 3: Teachers’ Luncheon
- Grade 4: Grandparents’ Day with 2nd Grade
- Grade 5: Family Night – refreshments, kitchen help
- Grade 6: Family Night – students’ display
- Grade 7: 8th Grade Dinner (coordinated with rectory staff)
- Grade 8: Field Day & Spring performance

Parents’ Club, through the room parents, will provide special treats for the following days: St. Nicholas Day, Christmas, and Valentine’s Day

Please do not send in additional treats on these days. Treats may be sent in for birthdays after making arrangements with the teacher.

ROOM PARENTS - 2006-2007

Kindergarten	Melissa Kreimer	941-5663
1 st Grade	Becky Stern	923-1139
2 nd Grade	Mary Cline	923-4433
3 rd Grade	Cathy Welborne	353-4463
4 th Grade	Karen Herbert	467-0763
5 th Grade	Michelle Feldman	941-5719
6 th Grade	Giselle Carroll	467-9244
7 th Grade	Michele Frey	353-1433
8 th Grade	Gayle and Dan Bittner	741-7210

ST. BERNARD ATHLETICS

The Athletic Association meets in the rectory conference room on the 1st Thursday of each month

ATHLETIC ASSOCIATION BOARD MEMBERS

Athletic President	Paul Rolfes	923-2089 H	
President Elect	Eric Richter	598-6911 H	
Secretary/Treasurer	Gregg Feldman	941-5719 H	922-3466 W
Gym Time Scheduling Coordinator	Jack Carroll	467-9244 H	
Executive Board	John Myers	941-7980 H	
	Val Miranda	385-2624 H	
	Jack Carroll	467-9244 H	
	Gregg Feldman	941-5719 H	
	Tim Wanstrath	467-0792 H	
Equipment Coordinator	Joe Masur	741-9311 H	
Gym Concession & Setup	Tony Ferrell	741-4144 H	
Spiritwear Coordinator	Maria Seitz	941-1779 H	

OTHER ST. BERNARD NUMBERS

Rectory

353-4207 phone 353-9600 fax

School

353-4224 phone 353-3958 fax

After School Care

Pat Frey, 353-2528 Kathy Graf, 574-5320

Bingo

Jerry Frey, 353-2528 Sandy Biehn, 385-3189

Parish Center

353-3763 gym 353-4424 kitchen

Parish School of Religion (PSR)

Neil Stewart c/o rectory, 353-4207

STUDENT CLASS DIRECTORIES

Attached to this handbook are class directories. These are provided as a service and convenience for our parents. Please be mindful that during the year due to changing enrollment, additional students may be added to classes. Please be mindful of these possible changes when sending items to school i.e. birthday treats.