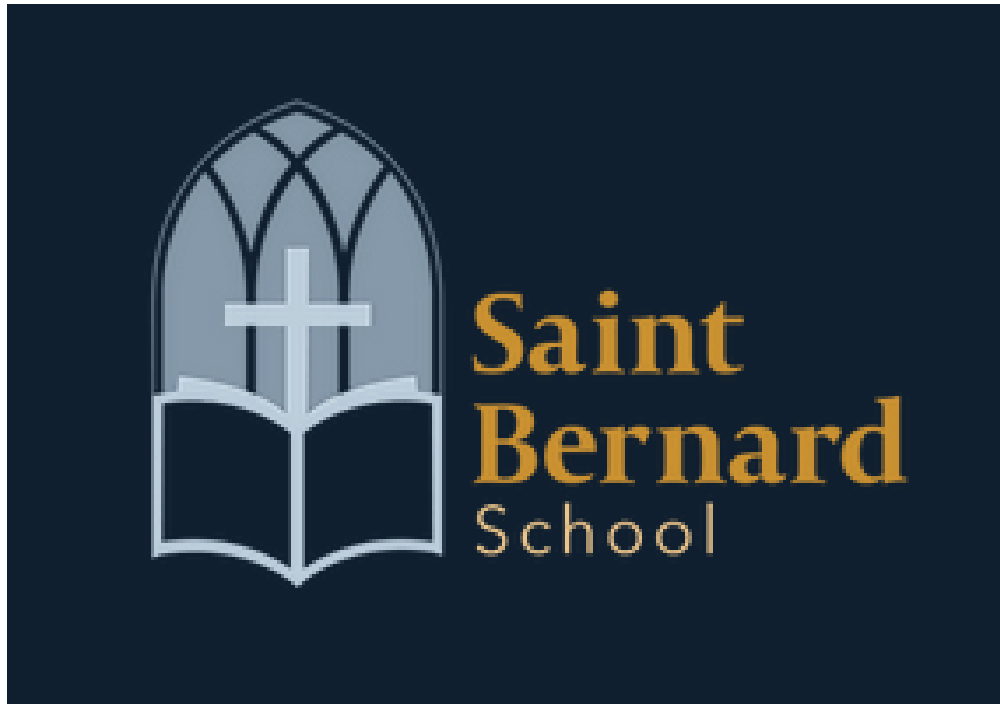


Saint Bernard Catholic School Parent / Student Handbook



Saint Bernard School
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MISSION STATEMENT

At St. Bernard's School, we form the whole person in a safe and faith filled environment where all can grow to serve their communities.

VISION STATEMENT

By Faith and By Learning

STATEMENT OF PHILOSOPHY

As Catholic educators, we participate in the evangelizing and redemptive mission of the Catholic Church. Called through Baptism and incorporated into Christ's life, we embark on a journey of bringing God's love to the world. Through the ministry of education, with the help of God's grace, we seek to accept the call of Christ to love and serve God and one another.

We strive to integrate the student's spiritual, intellectual, emotional, moral and social lives. We do this through the sacramental life and the liturgical year, where love of God and neighbor transforms attitudes, actions, and relationships. Our school is a community of faith centered on the Eucharist.

We continually challenge our students and one another to participate in Christ's victory over sin with lives of love, compassion, and observance of the law of God and our Church. Through witnessing our faith, we call our students to recognize the love of God in their midst and to contribute their talents in service to others, calling all to be saints and to live in communion with God in heaven.

DEFINING CHARACTERISTICS OF CATHOLIC SCHOOLS

Working in collaboration with the St. Bernard Parish and school Community, we recognize the imperative to provide an excellent academic program within a faith-filled environment and strive to comply with the following characteristics as identified by the National Standards and benchmarks for Effective Catholic Elementary Schools (2012).

- Centered in the Person of Jesus Christ
- Contributing to the Evangelizing Mission of the Church
- Distinguished by Excellence
- Committed to Educate the Whole Child
- Steeped in a Catholic Worldview
- Sustained by Gospel Witness
- Shaped by Communion and Community
- Accessible to All Students
- Established by the Expressed Authority of the Bishop

SCHOOL INFORMATION

Welcome to St. Bernard Catholic School. We are a K through 6 school accredited by the state of Indiana and Cognia that also offers a pre-K option. We are members of NCEA (National Catholic Education Association) and INPEA (Indiana Non-Public Education Association). We are a Choice Scholarship School.

Enrollment in St. Bernard School is subject to the approval of the Fort Wayne / South Bend Diocese, The St. Bernard School administration and the church pastor. In order to foster an environment that promotes the optimum educational and spiritual development of the student, every parent / guardian of each student is expected to act as a cooperative partner with the diocese and school and comply with all policies and rules that are established by the diocese or school. Diocesan policies and procedures take precedence over school policies.

Most especially, every parent / guardian and student is required to comply with rules and procedures expressly written to provide for the security and safety of all students while attending St. Bernard School. The school retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student's parent / guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the school, other students attending the school or the fulfillment of the school's mission.

This is your copy of the Parent / Student Handbook containing the rules and regulations for the school year available on the school website: <https://www.stbernardcatholicschool.org/>. Hard copies are provided for families upon request. Policies in the handbook are Diocesan policies as indicated by (P##).

Each St. Bernard family is required to sign a Handbook Receipt. Failure to read the handbook or to sign and return the acknowledgement shall not relieve parents and students of the obligation to follow all rules and guides that the school and the diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

GENERAL SCHOOL POLICIES

SCHOOL PRINCIPAL'S RIGHT TO AMEND THE HANDBOOK

The principal retains the right to amend the Parent / Student Handbook for just cause at any time. Parents / Guardians will be given prompt notification in writing if changes are made. Those changes will be made to the handbook available online at the school website.

POLICY FOR THE PROTECTION OF YOUNG PEOPLE

It is the policy of the Diocese of Fort Wayne / South Bend that all diocesan priests, deacons and other personnel, lay and religious, paid and volunteer, must adhere to the diocese's Practical Guidelines for Conduct When Interacting with a Child or Young Person. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect.

All priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy. To this end, every employee / volunteer at St. Bernard School is subject to any or all of the following: criminal history checks, fingerprinting and / or any other requirement of the policy as mandated through the Diocese.

HANDBOOK RECEIPT ACKNOWLEDGEMENT

The Handbook Receipt Acknowledgement must be signed and returned to your youngest child's homeroom teacher.

EXPECTATIONS OF SAINT BERNARD STUDENTS

The following list emphasizes the positive actions expected of students committed to studying in a Catholic school environment. It is through the sharing of faith and values that we help students to grow spiritually, socially, and academically to the best of their ability.

- Students are expected to treat one another in a Christian manner.
- Students are expected to demonstrate respect for all faculty and staff members, volunteers and other students. This would include refraining from physical and / or verbal harassment as well as profanity.
- Demonstrating true pride in being a part of Saint Bernard School community, students do their best in everything which gives glory to God.
- Realizing that liturgy is an important part of the school community, students participate actively in planning and celebration of grade level and all-school liturgies.
- Students follow all guidelines and expectations as outlined in this school handbook.
- Realizing that all individual gifts and talents are from God, students strive to use all of their gifts to develop their greatest potential and to help to build the Kingdom of God.

PARENT / LEGAL GUARDIAN COMMUNICATION PROCEDURE (P2310)

To facilitate and promote the orderly and efficient resolution of concerns, parent / legal guardians wishing to address and / or question an academic area or situation regarding a specific staff member then the following grievance procedure must be followed:

- Step One: Contact the staff member via email or phone call to address the issue. During this contact, notes and email thread will be shared with the principal.
- Step Two: If the issue persists, contact the principal for an in person meeting where the principal, staff member, and parents will be present.
- Step Three: If the issue is not resolved after step two, the principal will set up a meeting for the pastor, principal, and parents to discuss the issue.

Parents / legal guardians should follow the steps set forth in this policy, except when a situation is specifically covered under another school or Diocesan policy which provides for a different report procedure (e.g. harassment).

PARENT INVOLVEMENT / SERVICE

According to Catholic Church teachings, parents are the primary educators of their children and as such must be involved in the formal as well as informal education of their children. Service is a key component of Catholic / Christian identity. Children must see service modeled by you, as parents, in order for them to embrace the value of serving others. As part of a stewardship faith community, Saint Bernard School welcomes and encourages you to take an active part in all school activities and be a volunteer presence in the school environment.

Each family is expected to give at least 20 hours of service each year. Sign-up for service opportunities will be available at the beginning of each school year. Your willingness to serve is essential and helps to build the family and school relationship that helps to keep Saint Bernard School a strong and growing community.

SCHOOL / PARENT COOPERATION

Saint Bernard School students are taught the essential truths of the Catholic / Christian faith and are urged to cultivate a habit of daily prayer, to do the works of charity, and to be faithful in receiving the Sacraments of the Church, particularly by attendance at Sunday Mass or, in the case of non-Catholic students, the worship service of their particular faith denomination. The work of the school is greatly compromised if parents do not make an effort to practice their faith at home. The time that we take to teach the children the truths and values of the Catholic / Christian faith and to cultivate good habits, is negated if parents do not set the example.

HOME AND SCHOOL ASSOCIATION (HASA)

All parents of children attending Saint Bernard School are automatically members of the Home and School Association (HASA). Meetings are held during the months of September, November, January, March and May. All parents are expected to attend.

Objectives:

- To help parents and teachers acquire an appreciation of the ideal of Catholic Education, and to encourage interest in and support of Catholic education in the Diocese of Fort Wayne / South Bend
- To promote clearer understanding of the mutual education responsibilities of parents and teachers
- To encourage closer cooperation between parents and teachers in discharging their educational responsibilities
- To encourage higher standards of home and community living as an aid to total educational influence on child growth and behavior
- To help parents reach Christian solutions to problems of child growth and development

VISITATION POLICY

All persons coming to the school during school hours must report directly to the school office. Parent visits to the classrooms are always welcomed. An Open House for parent visitation is held during Catholic Schools Week each year. If you wish to visit your child's classroom at other times, you are most welcome to do so. It is suggested that you visit after September and before May, and the following guidelines must be followed:

- An appointment to visit the classroom must be made with the school office
- The school secretary and / or principal will consult with the classroom teacher regarding the time you are requesting and communicate with you to affirm the visitation time
- Visits are not possible during time of testing or if a substitute teacher is handling the class for the day
- All visitors must report to the school office before being allowed to go to a classroom
- Visits must be kept to a reasonable length of time (normally no longer than one (1) hour
- When visiting the classroom, the role of silent observer must be taken

The teacher is held responsible for accurate instructional time. Academic conferences cannot take place normally during the school day but must be scheduled during non-academic hours.

AFTER SCHOOL CARE

St. Bernard School shall provide an after-school care program. Such program shall accommodate students not picked up punctually after school dismissal. The After School Care program runs daily from 3:00 pm – 5:30 pm.

CAFETERIA GUIDELINES

Lunch is provided through Saint Bernard / Wabash City Schools hot lunch program. The lunch menu is sent home each month. Payments may be sent to the school office at any time. Students whose lunch accounts go into the negative will need to bring their lunch to school or be served a modified lunch from the daily menu. Students arriving after 8:30 AM will be REQUIRED to bring a lunch.

One (1) milk is included with the regular lunch fee, but also may be purchased by those students who bring their lunch. A note from your family's doctor must be on file for your child if he / she has milk allergies and requires a milk alternative at lunchtime.

Saint Bernard School offers a free and reduced lunch program. Parents may fill out an application any time during the school year.

Families are welcome to have lunch with their children on special occasions. Guests must notify the office at least 24 hours in advance of visit. Guests must pack their own lunches.

Politeness, courtesy and cooperation toward faculty, lunch assistants, and other students are expected at all times from the students. Students are responsible for cleaning their own places and areas around where they are seated.

Throwing food, paper, or other items is not acceptable. Loud or unusual noises are also not permitted. All food must be eaten in the cafeteria and not on the playground or in the hallway.

➤ UNPAID POLICY PROCEDURE

As we strongly discourage meal charging, we do understand that an occasional emergency makes it necessary. Students who do not have enough money in their lunch account after one (1) week, will receive a peanut butter & jelly sandwich & milk at the regular lunch price for one (1) day.

Each consecutive day following, the parent is responsible to provide a sack lunch until the charged amount is paid in full. The parent will be required to provide a one (1) week buffer to their child's lunch account after bringing that account up to current status.

You must pack your child's lunch until you are able to bring their account current.

CHURCH GUIDELINES

Students at St. Bernard's have the privilege of attending Mass and other spiritual exercises. This privilege allows them to grow in their love for God, our Father; Jesus Christ, our Savior; and the Spirit, who dwells within us. Their prayer life together is what makes St. Bernard's a living Catholic Christian community. (P4060)

All School Eucharistic Liturgy is celebrated on Tuesdays and Thursdays and on Holy days at 8:15 AM

Parents are welcome to attend Mass with their children; however, in consideration of the younger children who may not be able to see over an adult, we ask that parents sit with their children at the rear of the section.

UNIFORM / DRESS CODE POLICY

Saint Bernard School enforces a dress code for students in order that all students come appropriately dressed for school. Students are expected to dress in a manner that indicates that they are engaged in serious educational business. The dress code for all Saint Bernard students in Grades K-6 is as follows:

➤ GIRLS

- Blouses / Shirts
 - Long or short sleeved styles with a collar
 - They must button completely down the front or have a button-tab front
 - There may not be ruffles, lace or embroidery on the blouses
 - Colors: WHITE, POWDER BLUE, NAVY BLUE
 - Must be tucked in at all times
- Skirts/Skorts/Jumpers
 - Colors: NAVY BLUE and KHAKI.
 - Should be a modest length throughout the school year, no more than one (1) inch above the knee.
- Slacks
 - Plain, tailored pants.
 - Colors: NAVY BLUE OR KHAKI TWILL.
 - They are to be a regular fit, with no over-sized or baggy styles.
 - Slacks with oversized cargo pockets or tie waist are unacceptable, as are deck pants; any pants with zippers on the legs, parachute pants or pants with monograms or decorative emblems are not permitted.
- Shorts
 - Plain, tailored, twill shorts.
 - Colors: NAVY BLUE OR KHAKI.
 - They must be hemmed or cuffed.
 - Shorts are to be at least mid-thigh length and may not hang below the knee or have oversized cargo pockets.
 - Shorts may be worn during the following times: BEGINNING OF SCHOOL YEAR UNTIL OCTOBER 15 – AND – FROM APRIL 15 UNTIL THE END OF THE SCHOOL YEAR.
- Belts
 - Colors: SOLID BLACK, BROWN, NAVY BLUE.
- Socks/Tights
 - Colors: PLAIN WHITE, POWDER BLUE, NAVY BLUE OR KHAKI.
 - There should be no lace, frills, or trinkets attached to the socks.
- Sweaters
 - Sweaters and / or sleeveless sweater vests are to be worn over a blouse or polo shirt with a collar.
 - Colors: WHITE, NAVY BLUE OR POWDER BLUE.
- Shoes
 - Flat heeled, leather, tie or loafer styles may be worn.
 - This would include tennis and / or athletic shoes.

- Flat heeled boots will be permitted, no high heeled boots will be permitted.
 - All shoes must have backs – no sandals or flip-flops.
 - Other
 - Coats, jackets and sweatshirts may NOT be worn during class unless the sweatshirt is the dress code approved Saint Bernard School sweatshirt.
 - Colors: NAVY BLUE, WHITE OR YELLOW SCHOOL SPIRIT WEAR.

➤ BOYS

- Shirts
 - Long or short-sleeved styles with a collar.
 - They must button completely down the front or have a button-tab front.
 - Knit shirts with collars and button-tab fronts are also acceptable.
 - Colors: WHITE, POWDER BLUE OR NAVY BLUE.
 - Must be tucked in at all times.
- Trousers
 - Plain, tailored pants.
 - Colors: NAVY BLUE OR KHAKI TWILL.
 - Baggy trousers and cargo pockets are not permitted.
 - Deck pants, any pants with zippers on the legs, parachute pants or pants with monograms or decorative emblems are not permitted.
- Shorts
 - Plain, tailored, twill shorts.
 - Colors: NAVY BLUE OR KHAKI.
 - Shorts may not be baggy and have oversized cargo pockets and / or hang below the knee and should be hemmed or cuffed.
 - Shorts may be worn during the following times: BEGINNING OF THE SCHOOL YEAR UNTIL OCTOBER 15 – AND – FROM APRIL 15 UNTIL THE END OF THE SCHOOL YEAR.
- Belts
 - Colors: SOLID BROWN, BLACK, NAVY BLUE.
- Socks
 - Colors: PLAIN SOLID WHITE, POWDER BLUE, NAVY BLUE, KHAKI.
- Sweaters
 - Sweaters and / or sleeveless sweater vests are to be worn over a shirt / polo shirt with a collar.
 - Colors: WHITE, NAVY BLUE OR POWDER BLUE.
- Shoes
 - Flat heeled, leather, tie or loafer styles may be worn.
 - This would include tennis / athletic shoes.
 - Warm snow boots are acceptable.
 - All shoes must have backs – no sandals or flip-flops.
- Other
 - Coats, jackets and sweatshirts may not be worn during class unless the sweatshirt is the dress code approved Saint Bernard School sweatshirt.

- Colors: NAVY BLUE, WHITE OR YELLOW SCHOOL SPIRIT WEAR.

DRESS CODE VIOLATIONS

This dress code will be strictly enforced. Since parents will be required to sign a form indicating that they have read the handbook in which the dress code is clearly stated, few violations should occur. However, should violations occur:

- 1st Offense: a violation form is sent home to parents to advise them of the child's dress code violation
- 2nd Offense: a second violation form is issued. The child will attempt to contact the parents during the day to notify them of the second violation. If the child cannot reach the parents, this is noted on the form and sent home
- 3rd Offense: Parents will be contacted to bring the proper dress or uniform item
- 4th Offense: Parent / teacher / student / principal conference is called to discuss the problem and assist parents with resolution

BUCKLEY AMENDMENT (P4050)

The Buckley Amendment requires that non-custodial parents be given information about the student's progress in school as well as unofficial copies of report cards unless there is a court order to the contrary. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

ACCESS RIGHTS TO STUDENT RECORDS (P4170)

In accordance with the Family Educational rights and Privacy Act of 1975, any natural parent, guardian or individual acting as a parent in absence of a parent or guardian of a student has a right "to inspect and review" his / her minor students' education records during regular business hours, unless the school has been provided with a court order, State statute, or legally binding document that specifically precludes such inspection and review. In addition, a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education will have all access rights that his / her parent or guardian would have had prior to that time. In the absence of such a court order or legally binding document, a non-custodial parent has the same right to inspect and review as a custodial parent. Diocesan Policy 4170 shall be followed in all matters pertaining to student record access.

FIELD TRIP POLICY

All school sponsored field trips at Saint Bernard School must adhere to all Diocesan guidelines and facilitate attainment of specific educational objectives submitted in writing by the teacher to the principal, at least one (1) month prior to the desired field trip date. All field trips are subject to the approval of the principal. The number of field trips will also be at the discretion of the principal.

Field trips are a privilege and not a right of each student. Any student showing conduct which does not prove him / her trustworthy on such occasions will not be allowed to go. Field trips are school days and students not accompanying their class are expected to be in school. An alternative assignment will be given for a learning experience for children in grades K-6. Students must ride on the assigned transportation on the trip, either parent driver or bus. Exceptions to this policy must be discussed with the principal.

A parent / guardian signature on the standard school field trip permission / medical release form is required before the student will be allowed to go. VERBAL PERMISSION BY TELEPHONE IS NEVER PERMITTED.

LOST AND FOUND

Money, watches, eyeglasses or other valuable objects found on the school grounds should be turned in at the school office. All other articles will be placed in a box located in Zahn Hall. At the end of each month, the articles remaining in the box will be donated to a worthy cause.

BIRTHDAYS AND CLASSROOM PARTIES

Students may celebrate their birthdays with store bought sealed treats. Parents must notify the teacher 24 hours in advance of the day the treats will be brought in. Invitations for home parties cannot be handed out at school unless the entire class is invited. Classes will celebrate three parties throughout the year at Halloween, Christmas, and Valentine's Day. Teachers will contact parents on the needs of their parties (volunteers, games, treats, drinks, paper products, etc.)

SCHOOL CLOSINGS

When St. Bernard School is closed or delayed due to weather conditions, we will follow MSD of Wabash County directives at all times and give special consideration to directives given by Wabash City Schools, Huntington, and North Manchester school districts.

In case of a three (3) hour delay, school will begin at 11:00 am, and dismissal will be at 4:00 pm. The closures for St. Bernard School will be announced on the following radio / television stations: 105.9 THE BASH, 95.9 WKUZ, WANE TV (15), WPTA (21).

In case of an emergency which is related directly to St. Bernard School, you will hear the announcement on the above listed stations and through DoJo & SeeSaw.

SCHOOL SUPPLIES

Students are responsible for all learning materials issued to them – textbooks, workbooks, library books, etc. Payment is to be made for lost or damaged items, including physical education equipment damaged due to abuse or misuse. A school supply list will be provided with enrollment forms.

SOCIAL MEDIA ACCOUNTS

In order to maintain the integrity of our school accounts, no student or parent may create a Facebook, Instagram, Twitter, or other social media online account under the name of the school or any sponsored organization of the school without written approval of the school administration. Disciplinary action may be necessary if unauthorized creations occur.

Defamatory or derogatory engagement in any social media regarding St. Bernard School, its parish, any of the school / parish administration, the faculty, other students, or other students' parents will result in disciplinary action.

ADMISSION AND RE-ENROLLMENT POLICIES

ADMISSION (P4010)

Saint Bernard School complies with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

Saint Bernard School does not discriminate on the basis of race, creed, or color. Students will be admitted to Saint Bernard School according to the following priorities:

- Families who are registered and actively involved at Saint Bernard Parish
- Families who are Catholic, but not registered members of Saint Bernard Parish
- If room permits, non-Catholic students may be admitted

In the event that there is a waiting list for any grade, the following criteria will be used to determine your placement on the waiting list:

- Regular attendance at Mass
- Active participation in the parish
- Dedication to Catholic education
- Consistent financial support of the parish
- Lottery held on March 1 or the following Monday if March 1 falls on a weekend

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate and a baptismal certificate (for Catholic students) shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where the child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana ClearingHouse for information on Missing Children (P4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the students last attended, if any. The school shall request the records from the last school the student attended within fourteen (14) days of enrollment.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall also be required.

KINDERGARTEN WAIVER AND REQUIREMENT (P4010)

Any student who is the age of five (5) before August 1 of a school year will be eligible to enter the Kindergarten program of the Catholic Schools of the Diocese of Fort Wayne / South Bend. If the child is younger than five (5) years of age, and the parents / guardians of the child wish to enroll the child in the Saint Bernard Kindergarten program, they may attempt to do so discussing this with the principal. This procedure will be followed:

- The custodial parent / guardian must complete a waiver form and must provide verification of the student's date of birth at this time.

Determination of early entrance will be decided by the local school principal upon the following:

- Space availability in the Kindergarten program
- Completed application has been submitted
- A written recommendation from the child's preschool teacher. In the case of a child not having attended pre-school, the principal may require a conference with the Kindergarten teacher, and parent / guardian to discuss if early entrance is in the best interest of the child.
- Administration of the Gessell Assessment of Development Readiness at the expense of the requesting family

FIRST GRADE REQUIREMENTS (P4010)

A child entering first grade must be six (6) years old on or before August 1. The academic program of the Catholic schools is such that a waiver for age is not acceptable unless the child has demonstrated the successful completion of an accredited Kindergarten program. Students enrolled in Saint Bernard School, after successfully attending Kindergarten in another accredited / recognized school that has different age requirements, shall be allowed to continue in school without interruption of chronological age.

REGISTRATION REQUIREMENTS

Registration requirements are as follows:

- Completed registration form
- Immunization form
- Birth and baptismal certificate (for Catholic students)
- Payment of registration fee
- Copy of present report card (grades 2-5)

STUDENT TRANSFERS

A transfer student for Saint Bernard School is defined as anyone not starting at Saint Bernard School within the first two weeks of Kindergarten. The following guidelines apply:

- Application for admission to Saint Bernard School must be preceded by a personal interview with the school administration and a placement exam
- A student may not be admitted if he / she has been involved in a serious infraction of a previous school's rule during the preceding year
- A student may not be admitted if he / she has been expelled from another school or has voluntarily withdrawn from another school because of threat of expulsion

All diocesan guidelines stated in policy 4020

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS (P4010)

Children with special educational needs requiring special class placement are accepted if their needs can be reasonably accommodated by Saint Bernard School. Initial enrollment should be on a tentative basis with the understanding that in the event of the special needs of the child cannot be reasonably accommodated; the custodial parents / guardians will agree to enroll their child in another school system which can accommodate the special needs of the exceptional child.

When the school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement in the public school is made, where the child's needs can be better addressed. If the custodial parent / guardian does not accept the school's recommendation, it is expected that he / she will place the decision in writing.

In some instances, the custodial parent / guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school, or pose a threat of harm to the student, other students, or school personnel.

WITHDRAWAL

When withdrawal from Saint Bernard School, for any reason, takes place, parents are to notify the principal so that proper transfer papers can be completed. Records will be mailed to the receiving school after they have been requested.

ACADEMIC POLICIES

SCHEDULE FOR THE DAY

Students are NOT to arrive before 7:30 AM

7:50 AM	First bell rings; students report to classrooms
8:00 AM	Second bell rings; school begins (students arriving after this time are considered tardy)
11:15 AM - 12:15 PM	Lunch/Recess
12:15 PM	Classes resume
2:50 PM	Announcements
3:00 PM	Dismissal

PARTICIPATION IN RELIGION PROGRAM

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school. Saint Bernard students have the privilege of attending Mass and other spiritual exercises. This privilege allows them to grow in their love for God, our Father, Jesus Christ, our Savior and the Holy Spirit who dwells in us while allowing them to pray for those in need. Their prayer life is what makes Saint Bernard School a living Catholic Christian Community.

In keeping with the philosophy and mission of the Catholic schools, it is the policy of the diocese that all students enrolled in Catholic schools shall participate in the complete religion program, including religion classes, and attend liturgical functions.

PROMOTION AND RETENTION

A student may be placed, promoted or may be asked to repeat a particular grade level for a variety of reasons determined by the principal, teachers and parents. The following may be reason for retention:

- Grade 1: An average of F in reading or failure to master the Indiana Standard Skills for this grade level
- Grades 2-3: An average of F in reading and math or failure to master the Indiana Standard Skills for these grade levels
- Grades 4-6: An average of F in three major subject areas or failure to master the Indiana Standard Skills for these grade levels

A student may repeat a particular grade level for the benefit of maturity, lessening pressure, or any other reason deemed beneficial by the concerned parties of parents, teachers and principal.

A child is “placed” in the next grade level, if parents insist that the student be promoted against teacher recommendation. In this case, the parent / guardian assumes full responsibility for a student’s inability to perform at grade level.

REPORT CARDS

Report cards are issued four (4) times per year. Students who are absent ten (10) days within a grading period do not receive a report card until work is completed. Saint Bernard School's marking system is based on the student's performance in the following areas: (a) recitation; (b) written work; (c) tests; (d) effort; (e) homework; (f) conduct; (g) class participation.

Grading scale grades 1 & 2:		Grading scale grades 3-6:			
0	95-100	A+	97-100	C+	77-79
S+	87-94	A	93-96	C	73-76
S	80-86	A-	90-92	C-	70-72
S-	70-79	B+	87-89	D+	67-69
N	60-69	B	83-86	D	63-66
U	59-below	B-	80-82	D-	60-62
				F	59-below

ACADEMIC INTEGRITY AND GRADING DURING EXTENDED LEARNING

Students will continue their respective academic exercises remotely should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning.

Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic.

Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principal in a timely manner.

The school grading policies and practices remain intact and continue during any extended learning period.

VIRTUAL LEARNING POLICY

St. Bernard School offers in person learning with the option to continue learning at home during a quarantine period due to a pandemic or other illness. Virtual learning will also be utilized during inclement weather. Students are expected to complete all school-work as if in person and return to in person learning when the quarantine period is over.

Students are to:

- Follow the teacher's instruction on Google Meet, or other platforms they are using for best Distance Learning (DL) instruction.

- When participating in google meet, students must be prompt. They will be respectful of the teacher, listen to instruction, and if they have questions, they can raise their hand on the computer or type a question to the teacher.
 - It is strongly recommended that students use a neutral background, or at a minimum select a place in the home that displays a blank or non-distracting background.
- If possible, teachers will answer emails throughout the instructional day. Teachers will have 24 hours to answer emails from the students or parents.
- All assignments are due when the teacher assigns a due date for both in-person and DL learner (same date).
 - DL students will follow the teacher’s policies on turning in homework, taking quizzes, tests, and late homework. Devices will be sent home when inclement weather is predicted; all students must have a device take home agreement signed by a parent on file in the office.

HOMEWORK

Homework is assigned as a means to help students assume the responsibility for comprehension and enrichment of subject matter taught at school.

Suggested time for homework should be approximately:

- Grades K, 1, 2 15 minutes
- Grades 3, 4 30 minutes
- Grades 5, 6 45 minutes

The teacher is not obligated to give homework or report cards to students / parents before a trip scheduled during school time. It is the student’s obligation to find out what he / she missed due to illness or vacation, and to do the work in the time frame stipulated by the teacher if the teacher allows the work to be made up.

It is important that, during the day, classes be interrupted as little as possible. Therefore, upon request of the parents, homework for a student who is ill will be sent to the office for pick-up at the end of the school day. Parents should notify the school office of their child’s absence and indicate, at that time, if homework is to be prepared for them.

CONFERENCES

A child’s success depends upon the partnership developed between the school and the home. Conferences can be arranged at any time to discuss a student’s performance. A teacher can make a phone call home during the school day to clear up any questions before problems arise.

If a conference is deemed necessary, please contact the school office to arrange a conference or call back from the teacher or the principal. To assure the appropriate time and setting, it is necessary to arrange a conference appointment in advance and not just depend upon a “stop in” visit. Teachers are in the building until 3:30 p.m. each school day.

SPEECH THERAPY

Speech therapy is available to Saint Bernard students through the Wabash-Miami Area Program by way of a federally funded program. Sessions may be provided off campus with parents assuming responsibility for transportation to and from the session.

ATTENDANCE

ATTENDANCE (P4040)

Saint Bernard School considers the development of good attendance habits as vital and desirable for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

Parent / legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child graduates or reaches at least sixteen (16) years of age.

The school is not required to provide credit for makeup of assigned work missed if the student's absence is unexcused or the student is truant. If a student is absent for five (5) consecutive days due to illness, or has contracted a contagious disease, a physician's statement is required in order for the student to return to school.

In the event of an extended learning period arising out of any public health and safety, or severe weather event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

IRREGULAR ATTENDANCE

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance:

- A call will be made daily from the school to verify the absence and determine the reason. After a student is absent six (6) days per school year, the school administrator will make contact with the student's parent / guardian. The date of this contact shall be documented.

- After a student is absent over seven (7) days per school year, a conference shall be held with the parent / guardian and student. An attendance contract will be established at this time and documentation shall be kept.
- After a student is absent over ten (10) days per school year, a second parent / student / school conference will be held.
- If the attendance problem is unsuccessfully resolved, a referral will be made to the intake officer of the local Juvenile Probation Department.

TARDINESS

Students are tardy if they arrive later than 8:00 AM. Students who are tardy more than 4 times in one month will be issued an after-school detention. If tardiness continues in excess, a call will be made to the Department of Child Services.

Students arriving after 8:30 AM will be REQUIRED to bring a lunch.

ABSENCES

Parents of students are to call the school office before 8:30 AM on days their children are absent. Parents of absent students should, at that time, indicate whether they wish to pick up homework or have another child in the school bring homework to the absent child. Upon request, homework will be ready for pick-up in the office at the end of the school day.

EXCUSED ABSENCES

A student absence is considered an excused absence for the following reasons:

- Illness of a student (with written statement by parent / guardian or doctor)
- Funerals; (a) death of immediate family; (b) person outside of immediate family with parental permission
- Out of school suspension (make-up work is NOT accepted)
- Medical and legal appointments (such appointments should be scheduled after school hours when possible)

Following illness, the school's guidelines for students returning to school are as follows:

- Fever free for 24 hours without the use of Tylenol or Ibuprofen
- Doctor's note releasing child back to school
- No symptoms of sickness are present
- Contagious sickness is contained with antibiotics (ex. Strep or pink eye)

UNEXCUSED ABSENCES

A student absence is considered unexcused for the following reasons:

- No parent / guardian contact with the school giving an explanation for the absence on the day of the absence

- No physician's note to excuse an absence once more than five (5) days of absence have occurred
- Family vacations
- Absences other than those defined as excused

In the case of an unexcused absence, the teacher will not prepare ahead of time work that the student will miss, nor is there an obligation to give make-up work, credit for make-up work or an opportunity to make up test and quizzes that are missed during the time of absence.

TRUANCY

A student is truant when he / she is absent from school or class without the permission of his / her parent / guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures.

Habitual truancy may be evidenced by the following:

- Refusal to attend school in defiance of parental authority
- Accumulating a number of absences from school without justification over a period of time, such as a grading period
- Three (3) or more judicial findings of truancy

RELEASE OF STUDENTS DURING THE SCHOOL DAY (P4050)

A student may be released during the school day only in limited circumstances. Such release shall be only to, or at the written request of the students' custodial parent, legal guardian, or as otherwise provided by Diocesan policy or applicable law.

ACCESS TO STUDENTS DURING THE SCHOOL DAY

Access to a student by non-school personnel during the instructional day, and / or during times that the student is in the care and custody of school personnel shall be restricted to that access necessary and incidental to school-sponsored activities, situations of an emergency nature, or circumstances required by law.

Interruption of classes by non-school personnel IS NOT PERMITTED. Any person wishing to deliver something to a student during school hours should bring the delivery to the office where it will be taken to the classroom at an appropriate time. In case of an emergency, school officials shall honor a law enforcement officer's efforts to take a student into custody pursuant to a valid court order, arrest, warrant, or arrest power.

In the event of a request for an in-school interview, the school shall permit interviews of a student by a law enforcement officer during the school day only when interviews during non-school hours are shown to be impossible, impractical, or would unduly interfere with the law enforcement, except as otherwise provided in the Policy 3610. Such interviews should be allowed only after permission of the custodial parent / legal guardian has been obtained.

DISCIPLINE

DISCIPLINARY GUIDELINES

Self-discipline, respect for others, and cheerful cooperation are considered basic behaviors for St. Bernard School students. Disciplinary actions are corrective measures taken by a faculty member and / or administrator, as responses to inappropriate behaviors. They are intended to provide an appropriate reaction based on the seriousness of the offense, with the intent of having the student realize his / her mistake, understand the school's concern, and take appropriate actions to change the inappropriate behavior.

DISCIPLINARY PROCESS

Teachers will handle all classroom discipline issues. They will communicate with parents concerning problems so that they can work together to resolve them.

If a classroom problem persists, the student will be referred to the principal.

For serious offenses, students will be given written referrals and sent directly to the principal. Serious offenses include, but are not limited, to the following:

- Deliberate disobedience, defiance or disrespect toward any person in authority.
- Defiance / Insubordination / Non-compliance
- Physical Altercation
- Technology Violation
- Lying / Cheating on Schoolwork

Habitual disruptive behavior such as:

- Inappropriately speaking out
- Excessive talking during class
- Causing deliberate distractions
- Inappropriate behavior on parish property
- Physical or Verbal Abuse, including intimidation of others
- Damage to parish / personal property, such as textbooks, equipment, furnishings, facilities, materials, etc.
- Truancy or unauthorized leaving of school

Consequences for serious offenses will be determined by the principal.

Possible consequences include:

- Loss of privileges
 - Recess
 - Access to technology / device
- Timeout
- Lunch Detention
- After School Detention
- Behavior Plan

- In School Suspension (ISS)
- Out of school suspension (OSS)

If a student is referred to the office, parents will be notified by phone or email.

DISCIPLINARY REVIEW FOR STUDENTS (P4530)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from school will be given:

- An explanation of what they are accused of doing wrong
- An opportunity, in the presence of parents, to respond to the accusations before either the principal or an impartial tribunal who will make recommendations regarding consequences

The principal, in consultation with the Pastor, shall be responsible to make the final decision on all such matters.

The principal's decision shall be final and binding on all parties. The failure or refusal of parents / guardians to participate in disciplinary proceedings concerning their child's improper behavior, may be considered educational neglect, and the child may be considered a "child in need of services", in which case, the matter shall be referred to the Child Protective Services Division of the Department of Public Welfare.

BULLYING AND CYBERBULLYING

St. Bernard School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and / or expulsion.

BULLYING POLICY AND PROCEDURE

St. Bernard School is committed to providing a safe, positive, productive, and Catholic / Christian environment for all of its students. The school encourages the promotion of positive interpersonal relations between members of the school community.

Bullying behavior toward anyone (student, teacher, staff, and third parties) is strictly prohibited and will not be tolerated. This behavior includes physical, verbal, social, and psychological abuse.

According to Indiana Law, bullying is overt, unwanted, repeated acts or gestures, including:

- Verbal or written communications or images transmitted in any manner (including digitally or electronically)
- Physical acts committed
- Aggression

- Any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.

Bullying is engaging in any activity that disrupts a person's ability to learn and work, and our school's ability to educate students in accordance with our mission and vision. The school will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm to personal degradation.

This policy applies when a student is on school grounds; when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or school activity; using property or equipment provided by the school; or if the situation regardless of physical location disrupts the school learning and safety environment in anyway.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. All reports will be handled confidentially. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action.

On-going training for faculty and staff will be provided to encourage a safe environment of all at St. Bernard School. Training includes Preventative Measures and Student Instruction / Awareness.

Bullying behaviors are unacceptable. Ongoing instruction is to be provided through the living and teachings of Christ and other instructional programs that St. Bernard School teachers will utilize throughout the year. With the support of staff and parents, students at St. Bernard School will do the following thing to help prevent bullying:

- Refuse to let others be bullied and speak up if they see bullying
- Include all students that want to be involved in activities
- Report bullying and all inappropriate activity to an adult

STAFF AWARENESS / ACTION

School personnel shall receive in-service training on our anti-bullying policy to ensure a consistent approach is adopted on a school wide basis. Staff at St. Bernard School will do the following to prevent bullying and help children feel safe at school:

- Closely supervise children in all areas of the school
- Watch for signs of bullying and stop it when it happens
- Respond quickly and assess safety, affirm student's feelings, ask questions, and act by coaching the student on what to do in the future.
 - Let the student know that you will be making a report and offer support.
- School administration requires all staff members who observe, or become aware of an act of bullying to follow these steps

STUDENT / PARENT ACTION

St. Bernard School encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to faculty, staff, and school administrators for further investigation. Any student who retaliates against another for reporting bullying will also be subject to consequences.

- Complaint / Investigation Procedure:
 - All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior.
 - School faculty and staff are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action.

- Interventions / Consequences:
 - Reports of bullying are taken seriously and shall be dealt with quickly and effectively.
 - If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident.
 - Students should be advised that intentionally falsifying a report of bullying will result in disciplinary action.
 - Interventions may include but are not limited to the following:
 - Referrals
 - Mediation
 - Loss of privilege(s)
 - Parent conference
 - Suspension
 - Expulsion
 - Referral to local law enforcement agency

SECLUSION AND RESTRAINT

Students and staff at Saint Bernard School will be treated with dignity and respect. Appropriate behavior is taught and expected. In the event a student behaves inappropriately, positive intervention and conflict de-escalation is used to minimize the need for seclusion or restraint. If it is necessary, parents will be notified.

Students may be restrained in order to prevent harm to themselves or others. Seclusion and / or restraint will be used for a limited time period and less restrictive measures will be implemented as soon as possible following an incident.

DETENTION

After school detention may be assigned by a teacher or the principal, for academic or behavioral issues. Students and parents will be notified at least one (1) day in advance by written notice stating the reason for the detention, the date and the time that the detention will be served.

The notice will be sent home with the child for a parent / guardian signature. Pupils who, for a good reason (such as a previously scheduled doctor's appointment), cannot stay for the scheduled detention must bring a written note from a parent / guardian. The teacher / principal will determine what constitutes a "good reason", and if the excuse qualifies, the detention may be rescheduled.

Repeated detentions are cause for suspension or other disciplinary action to be decided by the principal.

SUSPENSION / EXPULSION (P4520)

The grounds for suspension or expulsion apply when a student is:

- On school grounds
- Off school grounds at a school activity, function or event
- Traveling to or from a school activity, function or event
- At any other time when a student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the school or the diocese

Grounds for suspension / expulsion include, but are not limited to the following types of student conduct:

- Any conduct which, in the opinion of the school officials, is contrary to the principles and teaching of the Catholic Church and other Christian denominations
- Using violence, force, noise, coercion, threat, intimidation or other comparable conduct constituting an interference with school purposes or encouraging other students to engage in such conduct
- Causing, or attempting to cause damage to property belonging to the school or any other person
- Stealing or attempting to steal property belonging to the school or any other person
- Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause injury to another person
- Threatening or intimidating any individual for whatever purpose
- Possessing, handling or transmitting a knife, gun or any other object which under the circumstances, and in the sole opinion of school officials, should be considered a weapon.
 - A student who must use a knife as part of an organized activity held by any organization that has been approved by school officials is exempt from this rule so long as the knife is used as part of or in accordance with the approved organization

- Possessing, using, transmitting, or being under the influence of any controlled substance or engaging in a criminal law violation that constitutes an interference with school purposes and / or educational function
- Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision
- Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or educational function
- Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes or educational function
- Possessing or using on school grounds during school hours an electronic paging device or hand-held portable phone in a situation not related to a school purpose or educational function
- Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be interference with school purposes or an educational function

SUSPENSION

This is a temporary status in which a student may be placed by the principal.

Type I: In School – The student is removed from the normal school situation, placed in a private work area and supervised by the principal or his / her designee. The student will be given work from all subject areas and all work must be completed before returning to the normal school routine. The time of suspension will not exceed two (2) days.

Type II: Out of School – The student is placed under parental supervision and is sent home. According to Diocesan Policy, no make-up work is allowed when a student is suspended out of school. All school related extracurricular activities of the student will cease through the duration of the suspension. The term is not to exceed five (5) days.

PROCEDURE FOR SUSPENSION / EXPULSION

We commit ourselves to providing notice and a hearing in all disciplinary situations. This means that the student is told what he / she did that was wrong and is given a chance to be heard. A more detailed procedure is followed for cases of suspension or expulsion.

In cases of suspension or expulsion, the following will happen:

- The principal will study the problem
- The student will be told what rule was broken and be given a chance to explain the behavior
- Parents will be notified of the problem
- The student and parents will be notified of the course of action to be followed

If a student or parent thinks that the punishment is unfair, they have the right to participate in the following process (if satisfaction is not received at step 1, then proceed to step 2, etc.):

- Step One: Contact the staff member via email or phone call to address the issue. During this contact, notes and email thread will be shared with the principal.
- Step Two: If the issue persists, contact the principal for an in-person meeting where the principal, staff member, and parents will be present.
- Step Three: If the issue is not resolved after step two, the principal will set up a meeting for the pastor, principal, and parents to discuss the issue.

REFUSAL OF PARENTS / GUARDIANS TO PARTICIPATE IN THE DISCIPLINARY PROCEEDINGS (P4220)

The failure or refusal of parents / guardians to participate in diocesan or school discipline proceedings concerning their student’s improper behavior may be considered educational neglect, and the child may be considered “a child in need of services” in accordance with I.C.31-6-4-3-(a)7, and, in that case, the matter shall be referred to the Child Protective Services Division of the Department of Public Welfare.

STUDENT ACCUSED OF NON-SCHOOL RELATED CRIMINAL ACT (P4550)

When a student is accused of a non-school related criminal act, the school shall follow diocesan policy.

GUN FREE SCHOOLS (P4560)

Students are prohibited from bringing firearms to school or school functions. Further, students are prohibited from possessing firearms on route to or from school or on school property.

A violation of this nature carries an automatic expulsion from school for not less than one (1) calendar year.

This penalty supersedes any penalty which may be attributed by local school disciplinary policies.

SUBSTANCE ABUSE

This school shall assist students experiencing substance abuse problems in accordance with diocesan policy P4570.

LOCKER / VEHICLE INSPECTION

All students must consent to search of person or personal belongings, school desk, etc. All locker (if applicable) and vehicle inspections (if applicable) will take place in accordance with diocesan policy P4590.

INTERNET POLICY

Internet use and safety will be in accordance with diocesan policy P4620.

ELECTRONIC DEVICES

No electronic devices are permitted on school property when school is in session. Any electronic devices found in a student's possession will be confiscated and turned in to the school office.

Parents must meet with the principal in order for these devices to be returned to the family.

Devices include cell phones and smart watches. A second offense may result in enforcing the "no return" policy.

SCHOOL HEALTH OR SAFETY POLICIES

STUDENTS OR PROSPECTIVE STUDENTS WITH COMMUNICABLE DISEASE (P-4010)

Saint Bernard School complies with all applicable state laws and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student who has a communicable disease. Prospective students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or board of health policy.

Similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease. However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, they may be excluded, if, after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy / procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected a communicable disease, a review team consisting of the student, his / her parent / guardian, his / her physician, a physician representing the school, parish or diocese, and school or parish administrators, will be established to determine whether the child's admission or continued presence in the school would expose others to significant health and safety risks.

In making its determination, the review team will conduct assessments of the child's individual condition. The review team's inquiry will include findings of fact based on reasonable medical judgments given the state of medical knowledge about:

- The nature of the risk – how the disease is transmitted
- The duration of the risk – how long the carrier is infectious
- The severity of the risk – the potential harm to third parties
- The probabilities that the disease will be transmitted and will cause varying degrees of harm
- Whether a reasonable accommodation exists and / or is required

The review team must also take into consideration the scope of the problem, education-related civil rights, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend school regularly, the parish, school and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious catechetical instruction.

PUBLIC HEALTH AND SAFETY

During public health and safety emergencies, our school will follow Diocesan policies, directives from our Bishop, Governor, the Indiana Department of Education, national, state, local health department guidelines, Federal Emergency Management Agencies, and more.

We count on the Indiana State Police, local and national news, and weather agencies to help us to properly respond to severe weather events.

As an example, the COVID-19 pandemic led to the closure of our Catholic Schools based on a directive from the Bishop, followed by the Governor's executive order to close all schools in the state. In rare cases like the pandemic, our schools can experience closures for an extended period of time. When this occurs, our schools will transition to its extended learning format to provide continuing education services to students who are impacted whether that be a select number of students or an entire student body.

Because of public and health emergencies, our Catholic schools create safety and health plans. They plan for a constant state of readiness by addressing four phases of emergency management that include mitigation, preparedness, response, and recovery. We will follow our plans to ensure the safety of all involved.

COVID-19

COVID-19 is a reportable communicable disease, and as such, falls under the provision of the Communicable Disease Reporting Rule (410 IAC 1-2.5). This rule incorporates, by reference, best practice disease prevention and control guidance from the CDC, among other organizations.

Students who test positive for Covid 19 must remain at home for 5 days, day 1 of the 5 days is the day symptoms of sickness began. Students may return on day 6 if they have been fever free for 24 hours without the aid of fever reducing medications. Students must wear a mask on days 6-10 from the initial onset of symptoms.

Parents of the other students in the class with the positive case will be notified that there was exposure to the virus. These students will be monitored for symptoms and will be required to test if any symptoms arise.

HEAD LICE POLICY

Saint Bernard School adheres to a “no nit” policy in regards to head lice. A student who has head lice, must be checked by the county health nurse and be free of nits in order to return to class.

INVESTIGATION OF CHILD ABUSE OR NEGLECT

When a student is taken into custody pursuant to a valid court order or prosecutor’s subpoena in connection with a child abuse investigation, notice to the student’s custodial parent or legal guardian shall not be given by school officials unless specifically directed otherwise by the officials conducting the child abuse investigation.

If school officials are directed to not provide notice, as noted in the prior statement, and if the students’ custodial parent or legal guardian subsequently calls or comes to the school requesting information regarding the student’s whereabouts, he / she will be referred directly to the officials conducting the investigation.

No other information shall be given to the custodial parent or legal guardian by the school officials regarding the investigation.

EMERGENCY SHEETS

Each Fall an emergency sheet is given to parents to fill out. Please complete ALL sections. These should be returned promptly to the school office before the first day of school.

In case of a change of address, work or home telephone number, please notify the school office immediately.

Parents should make provision to have children picked up in the event of illness or unexpected dismissals where parents are not available. These names should be listed on the student’s emergency sheet.

MEDICATION

The Indiana State Law requires that schools observe certain regulations in administering medication to students. Written permission by the parents and / or physician is required for all medication distribution by the school.

All medication (whether prescription or non-prescription) must be kept in the school office. The responsibility for administering medication rests solely with the parents. If a student is required to take oral medication during school hours, only the principal or his / her designee will assist and supervise the student in the administering of medication under the following regulations:

- The school form “Parent Release for the Administration of Medication” must be filled out before any medication can be administered.
- Over the counter medication requires the above-named form from the parent, stating the amount of medication, the hours for administration, the period of time medication is to be

continued and the condition / ailment. If dosage exceeds age / weight charge on the medication label, a doctor's order will be required. All medication MUST be in the original container.

- Prescription medication MUST be in the original container. The label will meet the requirements for a physician's signature. The above-mentioned form must be filled out and on file in the school office.
- All medication MUST be brought to the office by the student's parent / guardian. Scheduled medications (e.g. Ritalin, etc.) must be counted upon receipt in the office.

SAFETY POLICY

Saint Bernard School will provide a safe environment for all students and staff. Because we are concerned with the safety and well-being of our students, the school and the Diocese have prepared a Safe and Secure Plan which addresses events that may threaten our students.

During the school year, we will conduct drills for fire and severe weather, as well as lock down drills. In addition, the plan provides for responding to crisis situations such as identifying evacuation sites and providing support for students, parents and staff.

SEXUAL HARASSMENT POLICY (P4580)

It is the policy of Saint Bernard School to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any student to harass another student through conduct or communication of a sexual nature as defined in Section I of the Diocesan Policy P4580 – Definitions of Harassment.

- Definitions of Harassment
 - Sexual harassment shall consist of sexual advance and other inappropriate verbal or physical sexual advances and / or comments regarding physical or personality characteristics of a sexual nature
- Complaint Procedures
 - Any student who alleges sexual harassment by another person in the school may complain to the pastor, principal, or teacher. The right of confidentiality, both of the complainant and of the accused, will be respected, consistent with the school's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this has occurred

All reports of sexual harassment shall be handled in the following manner:

- Reports are preferred in writing. If a verbal complaint is made, the receiver of the complaint shall make a written report.
- Reports must name the person(s) charged with sexual harassment and state the facts.
- The report must be presented to the principal, and the principal will immediately (the same day) inform the superintendent, pastor and / or school attorney.
- The principal who receives the report shall thoroughly investigate the alleged sexual harassment and should consult with the superintendent.

- The principal should determine if the complaint meets the definition of sexual harassment as given under Section I. If the complaint is sexual harassment, the principal shall take the following steps:
 - Complete the Investigative Report of Alleged Sexual Harassment
 - Conduct an information gathering interview with any students, staff or other witnesses who have knowledge of the situation
 - Contact the parents of all students known to be involved

- The principal is responsible for the decision in the matter but may establish a discipline board to assist. The report and the results of the investigation will be utilized by the school to:
 - Determine appropriate disciplinary action
 - Determine need for counseling referral
 - Determine who will be responsible for continued monitoring and appropriate follow-up of the situation.

- Sanctions for Misconduct
 - A substantial charge against a student in the school shall subject that student to disciplinary action consistent with the school disciplinary policy.

- False Reporting
 - Any person who knowingly files false charges against a student in an attempt to demean, harass, abuse or embarrass that individual may be subject to disciplinary action.

ENVIRONMENTAL TOBACCO SMOKE (P5000)

Effective January 1, 1995, all facilities (buildings which are enclosed) where Kindergarten, elementary, and / or secondary education or library services are being provided to children shall be smoke free.

No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings while such services are being provided to children.

TOBACCO / ALCOHOL POLICY

Saint Bernard School building is designated as a non-smoking environment. Smoking may not take place in any part of the building at any time. No alcohol will be allowed in the presence of students before, during or after any school sponsored activity, including all extra-curricular activities.

Any person(s) violating this policy will be asked to leave Saint Bernard School property, and any person in a leadership role who willfully violates this policy will be asked to resign from that role.

TUITION AND FEE POLICY

TUITION POLICY

Families whose children attend Saint Bernard School are required to pay school tuition. The Catholic Schools Office (CSO) determines the school tuition for each school year. The school principal, in consultation with the School Board, determines the book fees.

A Tuition Management Program and a monthly direct payment plan are operative in the school. Those families who do not pay their tuition and fees in full at the beginning of the school year, must enroll in one of these programs and are responsible for all required payments.

All outstanding balances not paid by June 15th will be assessed a \$25.00 fee per week until paid in full. This includes lunch, After School Care, tuition and books fees.

In case of an extended learning period related to any public health and safety, severe weather, or event, the school will provide continuous education services remotely for students. Tuition agreements, policies and practices will remain in effect and binding.

AFTER SCHOOL CARE FEES

Parents who do not pick up their children by 5:30 pm, will be charged a \$25.00 late fee. The late charge **MUST BE** paid in full to the school office before your child / children will be allowed to attend After School Care again.

The cost for the After School Care Program is \$3 per hour with a \$10.00 registration fee included on your first month billing.

Bills will be sent home with your child every four (4) weeks. If for any reason your bill is NOT PAID IN FULL by the time you receive your next bill, you will be notified that your child / children will be unable to attend the program until the outstanding balance is paid in full. Registration forms will be available on the first day a child attends the program.

SPIRITUAL TUITION

At St. Bernard we desire for God be at the center of our lives. This means celebrating our faith daily, through prayer, sacraments, and so much more. Asking for a spiritual tuition is something that we pay to God. Jesus, speaking to the disciples says, “I am the way and the truth and the life. No one comes to the Father except through me” (Jn 14:6).

In James’ letter to the broad Christian community he writes, “What good is it, my brothers, if someone says he has faith but does not have works? Can that faith save him? If a brother or sister has nothing to wear and has no food for the day, and one of you says to them, ‘Go in peace, keep

warm, and eat well,' but you do not give them the necessities of the body, what good is it? So also faith of itself, if it does not have works, is dead" (James 2:14-17).

For us, what good is it to go to a Christian school but then not do anything to support our faith? We owe to God more we can ever repay, but that doesn't mean we don't participate.

Each family is asked to attend Church each week. As a Catholic this is a moral obligation to attend weekly Mass and Holy Days of Obligation. For other Christians it is extremely important to be going to church so that we encounter God's word, especially through the scriptures. Attending the weekday Mass is a wonderful way to deepen our faith and is highly encouraged.

Catholic families are also expected to participate in the Family Living Faith Formation program. All other families are welcome and encouraged to attend. This occurs once a month on the second Sunday. This is especially important for families that have students who desire to receive sacraments (ie. Reconciliation, First Communion, Confirmation, Baptism).

The Catechism of the Catholic Church states, "The *Christian family* is the first place of education in prayer. Based on the sacrament of marriage, the family is the 'domestic church' where God's children learn to pray "as the Church" and to persevere in prayer. For young children in particular, daily family prayer is the first witness of the Church's living memory as awakened patiently by the Holy Spirit" (CCC 2685).

A community that prays together and keeps Christ at the center will be one that is filled with abundant graces, able to prepare the whole person for the world.