



Parent Student Handbook

2011-2012

St. Bernadette Catholic School

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Father James K. Goggins, Pastor

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Mission and Values

Mission Statement

At St. Bernadette Catholic School, we are a Christ-centered community, committed to creating a nurturing environment in both words and actions. We recognize the strength in each child and fostering his or her continuing spiritual, intellectual, emotional, social, and physical growth as preparation for lifelong learning and responsible citizens.

Goals and Objectives

A St. Bernadette Catholic School student will be:

A contributing citizen guided by Catholic social teaching who...

- Demonstrates knowledge of inter-relationships of our government and how we relate to other nations around the world
- Demonstrates an understanding of the geography and peoples of our planet
- Lists and explains the nine principles of Catholic social teaching
 - dignity of the human person
 - respect for life
 - family/community participation
 - rights and duties of a Catholic Christian
 - common good
 - option for the poor
 - dignity of others and their rights
 - solidarity
 - stewardship
- Shows an appreciation for and involvement in community service outside the home

A St. Bernadette Catholic School student will be:

An effective communicator in service to the Gospel who...

- understands the components of the liturgy
- recites and explains traditional Catholic prayers
- lists and explains the seven sacraments
- demonstrates consistent participation in the sacraments
- demonstrates age-appropriate written and verbal language skills (English and Spanish)
- creates artistic expressions that validate the presence of the Divine in our world
- demonstrates age-appropriate technology skills
- demonstrates positive social interactions with others

A St. Bernadette Catholic School student will be:

A compassionate critical thinker who...

- performs age-appropriate analyses of variables to determine cause-and-effect relationships across the curriculum
- identifies and empathizes with the needs in our community and our world
- discusses current events and demonstrates an understanding of individual impact on our community and our world
- demonstrates an understanding of the principles that underlie our faith and our civil social structure
- realizes that we are each made in the image of God and are an integral part of God's plan for the world, and who demonstrates this realization by their actions
- demonstrates age-appropriate reading, writing and comprehension skills

Accreditation/Affiliation (Archdiocesan Policy #1010)

St. Bernadette Catholic School is an approved parochial elementary school in the Archdiocese of Denver, Colorado. St. Bernadette Catholic School is accredited by the North Central Association for accreditation of schools in the United States. The accreditation process is an ongoing means of examining our school mission, academic program, and other aspects of our school environment to provide the best possible education for our students.

St. Bernadette Catholic School maintains membership in the following organizations:

- AdvancEd/North Central Association (NCA)
- National Catholic Education Association (NCEA)
- Archdiocese of Denver Catholic School
- Association for Supervision and Curriculum Development (ASCD)
- National Association of Elementary School principals (NAESP)

Admission and Tuition Policies

Non-Discrimination Policy (Archdiocesan Policy #6020)

St. Bernadette, a primary, intermediate, and middle Roman Catholic School in the Archdiocese of Denver, under the jurisdiction of Archbishop Chaput, and at the direction of the Superintendent of Schools and the Pastor of St. Bernadette Parish, states that St. Bernadette School admits students of any color, ethnic origin, gender, nationality, or race to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Furthermore, Archdiocesan schools admit handicapped students in accordance with Archdiocesan Policy No. 2000 concerning student admission. This school does not discriminate on the basis of age, color, ethnic origin, gender, handicap, nationality, or race in the administration of its educational policies, employment practices, scholarship and loan programs, or its athletic and other administered programs.

Enrollment (Archdiocesan Policy #2000)

Admission to St. Bernadette Catholic School (ST. B) is with the understanding that the student's parent(s) and/or guardian(s) subscribe to the school's philosophy and agree to abide by the educational policies, program, and regulations of the school and the Archdiocese of Denver. Whether Catholic or non-Catholic, the student must agree to attend religion classes and the religious activities conducted throughout the school year. Admission will be denied to those children whose parents interfere in matters of school administration or discipline so as to significantly reduce the school's ability to serve the parents' own children or other children, in accordance with Archdiocesan policy 2660.

Students entering PreK-3 must be three years old and toilet trained, and those entering PreK-4 must be four years old by October 1st. Students entering Kindergarten must be five years old and those entering first grade must be six years old by October 1st. This is an Archdiocesan policy, and there are no exceptions.

Enrollment in ST. B. is dependent upon availability up to the established class size. Siblings and/or parishioners are not guaranteed admission if the maximum class size has been reached. The established class size goals are:

Pre-School-3	20 students
Pre-Kindergarten-4 - 8th grades	25 students

At the discretion of the principal and pastor, there may occasionally be circumstances that allow larger class sizes.

Admission priorities for new students are:

1. Siblings of Catholic students presently enrolled at ST. B.
2. Siblings of non-Catholic students presently enrolled in ST B.
3. Catholic students whose parents are registered and contributing members of St. Bernadette Parish.
4. Catholic students whose parents are not members of St. Bernadette Parish.
5. Non-Catholic students.

If the number of applying students is larger than the number of available spots in a class and the admission priorities are equal, a lottery will be held for the available spots.

The application process consists of parents completing an application form and providing a copy of their child's birth certificate. Verification of Baptism and First Communion, if applicable, must be provided for Catholic students.

Upon acceptance, a parent/student interview with school principal or designate may be requested. New students applying to middle school (grades 6-8) may be asked to interview with members of the middle school faculty prior to a final decision regarding enrollment. Transcripts and report cards from prior school(s) will also be requested.

A student will be admitted to ST. B. only if he or she has a reasonable expectation of successfully completing the school's program. The school principal will make this decision.

Students will not be denied admission to ST. B. because of disability unless it seriously impairs the student's ability to successfully complete the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the student with a disability in accordance with Archdiocese Policy #2000.

Student Class Assignments

Students are placed in classes based upon several criteria, which include the student learning level, classroom composition, age, teacher recommendation, principal input, test scores, compatibility, and motivation. Students are not placed in classes based solely on parent request.

Transfer Students

The following information is needed for transfer students to be eligible for acceptance to ST. B: The family must provide evidence that the student is in good standing at the school in which he or she is enrolled, showing satisfactory achievement in conduct, effort, and the academic subjects. It is the responsibility of the principal to make decisions concerning the acceptance of transfer applicants. The principal reserves the right to contact prior school faculty members for a recommendation. At the discretion of the principal, any new student may be enrolled on a probationary status.

Inter-parish School Assistance

Inter-parish School Assistance (ISA) allows parishes without their own schools to assist in supporting Catholic schools attended by their parishioners. This subsidy becomes part of the school's operating budget as a sign of joint commitment to Catholic education as offered through the Archdiocesan school system. Families who are members of a parish other than St. Bernadette with children enrolled at ST. B. are encouraged to apply for the ISA if they meet the following criteria: a.) the family has been registered in the parish for at least six months. b.) The family verifiably contributes, according to their means, on a regular basis to the financial support of the parish. c.) The family attends Mass regularly and is involved in the activities, organizations or programs at the parish.

Tuition and Fees (Archdiocesan Policy #5010)

Each year the tuition rates and fee schedule for education at St. Bernadette Catholic School are determined by the Archdiocese and ST. B Administration in consultation with the School Advisory Council with consideration to budget needs and projected enrollment. A non-refundable registration fee is paid at the time of registration.

The school reserves the right to deny admission to any student whose family falls two (2) months delinquent in tuition or, in some cases, to require full tuition payment in advance of further registration. All financial obligations must be met before a returning student will be re-admitted for the next academic year. Tuition may be paid on an annual, semi-annual or monthly basis.

Tuition payments not received by the 5th day of the month in which it is due will be assessed a late fee of 1.5% of the past due balance, or \$5.00, whichever is greater. If a tuition payment, including all applicable late fees, is not received by the 15th of the month in which it is due, a child's instruction may be interrupted or terminated. A charge of \$25.00 will be assessed for returned checks.

The following fees are charged during the school year:

Athletics:	Athletic fees will be assessed prior to each sport season.
Special Fees:	Parents will be notified in advance regarding fees for special events and field trips.

Tuition Assistance

For families who may not be able to afford full tuition at ST. B, tuition assistance is available for grades K-8 from three programs: Alliance for Choice in Education, Seeds of Hope, Schmitz Foundation and St. Bernadette Parish.

The mission of the Alliance for Choice in Education (ACE) is to have a direct impact in the lives of Colorado's low-income children through the promotion of an accountable and competitive education marketplace that fosters effective private and public schools. ACE Scholarships are available to families who live in Colorado and qualify for the federal free or reduced lunch program. For more information visit www.acescholarships.org.

The mission of the Seeds of Hope Charitable Trust is to make the tremendous benefits of a Catholic education available to economically disadvantaged children. Any child meeting the free and reduced Federal Hot Lunch Program guidelines and attending an Archdiocesan elementary school in grades K-8 may apply. Applications for Seeds of Hope grants must be submitted through the school office. For more information visit www.seedsofhopetrust.org.

St. Bernadette parish and school also offer scholarships to ST. B students who meet specific income guidelines. For more information please contact the school office.

School Operations

Calendar (Archdiocesan Policy #1240)

An annual calendar is published at the beginning of each school year noting vacation dates, early dismissals, etc., and is subject to revision. The calendar is also posted on the school web site.

Student Attendance (Archdiocesan Policy #2120)

Colorado law requires compulsory attendance of all children between the ages of 6 and 16. The responsibility for compliance with this law belongs to the parents. The school must notify parents if there appears to be a problem with attendance. The school is obliged to keep an accurate record of daily attendance. This report is placed in the student's permanent record and kept on file indefinitely. Any recurring pattern of tardies/absences requires administrative intervention. Excessive tardies/absences may be cause for retention or request for withdrawal.

School Hours

For all students, the school day begins at 8:00 am and ends at 2:45 pm. The school office is open from 7:30 am until 3:30 pm. Students may be dropped off in carline beginning at 7:45 am. There is no adult supervision prior to 7:45 am. Students are considered tardy after 8:00 am. End-of-day announcements and prayer occur at 2:40 pm, followed by student dismissal. Unattended students will be sent to the office to call their parents.

Occasionally, dismissal will be at 12:00 noon. There is no lunch period on these days.

Absences

When your child is absent from school, it is **REQUIRED** that a legal parent or guardian telephone the school office at (303) 237-0401 by 8:30 am. This is a safeguard for your child to account for their safe arrival at school. For your convenience, you may call prior to school hours and leave a message indicating your child's absence.

The only valid excused absence is illness or medical appointments or an emergency situation. Please do not ask to have your child excused during the day except for these reasons. Academic achievement and progress is directly affected by attendance. Students who miss more than 20 days in a school year will have a parent, teacher, and principal conference to discuss academic progress. Retention or other alternatives will be considered as a solution to excessive absences.

Extended Absence

School is in session for 176 days per year. Parents are requested to make every effort to plan vacations and other out-of-school activities during the specified vacation times and school holidays listed in the annual calendar.

Usually assignments are not given to students before they go on vacation. If assignments are given in advance, they are due back the day the student returns.

Tardiness

School begins promptly at 8:00 am. If a student arrives to school late but before 8:30 am, he/she should go directly to class where he/she will be marked tardy. After 8:30 am, students will need to check in with the office and obtain a tardy slip before reporting to class.

Excused Tardy: A student will have an excused tardy if the school has received a phone call or message indicating a late arrival due to: car or carpool difficulty, medical problems, illness or family emergency. All other reasons will be considered unexcused.

Consequences for tardy students

- If students in other grades are chronically late, a conference will be held to develop a plan for eliminating tardiness or to set consequences.
- A student who accumulates 15 or more unexcused tardies during a year will meet with the principal to develop a plan to eliminate tardiness or to set consequences.

When students are late, they are marked tardy regardless of the reason. It becomes an academic problem when students are habitually late. If tardiness or absences have affected a student's academic progress, this will be noted on the student's report card. The teacher or principal will contact a parent or guardian regarding excessive tardiness. Excess tardiness may also result in after school detention or, in extreme cases, suspension.

Leaving School During School Hours

When possible, all appointments should be made after school, on early dismissal days or on vacation days. The student is responsible for collecting and completing any missed work.

Parents must report to the school office to sign-out and pick-up the student. Students will not be released to walk, ride bikes, or take buses. If the student returns to school that day, the parent must check the student in at the office before the student returns to class. If the parent or guardian cannot pick up the student, the school must be notified as to whom is authorized to do so. Students will not be released directly from the classrooms.

Snow Days (Archdiocesan Policy #1270)

In most circumstances, ST. B will close for snow if the Jefferson Public School District is closed or if local conditions warrant closure.

School closings will be announced on KUSA (Channel 9), KCNC (Channel 4), KMGH (Channel 7), and KOA (850 AM), as well as on their websites. Please do not call the school, rectory, or faculty members. If an emergency day is called, be assured it is called for the safety of students, teachers, and parents.

Lost and Found

All uniforms and items brought from home should be well marked with your child's name. Lost and found items will be stored in the day care room. Students and parents are asked to check this area periodically. All unclaimed items are given to charity.

Forgotten Items

Only in an emergency or at the principal's discretion depending upon the circumstances, will a child be allowed to phone home for their parent to bring a forgotten item to school. It should be stressed; however, that everyone needs to cooperate in trying to develop a sense of responsibility within our students.

Handbook (Archdiocesan Policy #1100)

The St. Bernadette Catholic School Parent/Student Handbook will be available in electronic format to view and download from the ST. B website for all parents. Parents will be asked to acknowledge receipt and awareness of policies through a Handbook receipt form found in the appendices of this handbook. Please complete this signature page and return it to the school office at the beginning of the school year.

School Directory

St. Bernadette publishes an annual directory of all students and parents that includes addresses, email and telephone numbers. Faculty and staff voice mail numbers are also listed with other basic school information.

If at anytime during the school year there is a change of address or telephone number, please notify the school. Changes will be reported in the newsletter and updates will be made on the ST. B website.

Use of School Name and Facilities (Archdiocesan Policy #1050)

Attaching the school's name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty staff, students, or parents is not, by itself, a sufficient basis to title an activity as "school sponsored." To be "school sponsored" the activity must be one for which the school takes institutional responsibility.

Faculty members, students, staff, parents and parish members may use or authorize the use of the school name, logo, or insignia only with the written approval of the principal or pastor. In appropriate cases, permission for ongoing events, activities, or publications requiring approval may be given.

Academic Program

Curriculum (Archdiocesan Policy #4000)

St. Bernadette Catholic School embraces a traditional Catholic education. The curriculum is designed to provide students with a strong and solid foundation in the basic skills of language arts, mathematics, reading, and science. The Catholic faith is taught and practiced. Additionally, students are expected to develop proficiencies in art, computer science, English grammar, library skills, literature, music, physical education, social studies, Spanish, speech, spelling, and writing.

The educational objectives defined for students include the mastery of material at all grade levels, developing the ability to express knowledge in written and oral form, and developing a love for learning that will be continued throughout their lives. All St. Bernadette Catholic School graduates are well prepared so they may be granted entry to the high school of their choice.

The school adheres to Archdiocesan standards and follows the Archdiocesan comprehensive curriculum guides that are available for reference in the school office.

The faculty and administration are constantly working to enhance the school's academic program.

Pre-Kindergarten

- Art
- Catholic faith formation
- Dramatic play
- Introductory science concepts
- Math skills
- Music and movement
- Outdoor play
- Pre-reading
- Social/emotional growth
- Spanish

Kindergarten – 5th Grade

- Art
- Catholic faith formation
- Computer Science
- Handwriting
- Language Arts
- Mathematics
- Music and movement
- Physical education
- Reading
- Science
- Social studies
- Spanish
- Spelling
- Writing

Middle School – 6th-8th Grade

- Art
- Algebra*
- Catholic faith formation
- Computer Science
- English grammar
- Literature
- Mathematics 6/7
- Music
- Physical education
- Pre-algebra*
- Science
- Social studies
- Spanish
- Speech
- Spelling
- Writing

*Placement is dependent upon demonstrated achievement in mathematics, including letter grades, standardized test scores (ITBS), and cognitive readiness for abstract thought.

Specials

Students in all grades are required to participate in physical education according to their abilities. A student may be excused from participating when a doctor's note is provided.

Library

The library exists to provide a means of both informational and recreational reading, and to enable students to learn how to use reference materials to their best advantage. It is our objective to instill in the students a love and appreciation for books.

Teachers may sign up for library time as part of their class' regular schedule for the academic year. Che

ed out materials must be returned before additional material may be checked out. Students will be charged the cost of replacement for books that are lost or damaged beyond repair.

Academic Expectations

As a part of the Archdiocese of Denver, St. Bernadette Catholic School follows an established, academically challenging curriculum. All teachers are routinely and thoroughly trained in the curriculum. All ST. B students are expected to strive to make steady progress toward mastery of the curriculum presented at each grade level. As a prerequisite to participate in an extra-curricular activity, including athletics, the following policies are in effect:

- Students are required to be in school on the day of the activity, practice or game in order to participate that day. Students serving in-school or out-of-school suspensions may not participate in athletics or other extracurricular activities during the term of their suspension.
- Inappropriate behavior or failing grades may cause the loss of eligibility to participate in athletics or other extracurricular activities.
- The principal will determine and notify parents and coaches if a student is ineligible because of inappropriate behavior or failing grades.

Community Service Expectations

Class Service Projects

*Each class is expected to complete at least one community service project each year.

Middle School Service Hours

As part of their religion grade, middle school students must earn 12 service hours per trimester (total of 36 hours for the year). At least half of the 36 hours must be “disenfranchised” – serving populations such as the aged, sick, injured, hungry, homeless, etc., where students are acting as the “Body of Christ.” Ideas include registering participants for a blood drive; running the “Race for the Cure” (or any fundraiser that helps generate funds for research on an illness); assisting with Senior Support Center meals; helping grandparents or the elderly with cleaning closets, shoveling snow, raking leaves; gathering used clothing to donate; visiting senior centers or hospitals; assisting an injured person while they are in a cast, etc.

The “regular” hours are for volunteer services provided within our own community such as singing in the choir at Mass, serving Mass, babysitting, walking dogs, running the clock at basketball games, any service donated to the school’s Silent auction, etc.

Books and Supplies (Archdiocesan Policy #4020)

Prior to the start of each year, a school supply list is provided for each grade. Some items, especially in the primary grades and preschool, are intended for group use and will be collected and stored by the teacher. Students are expected to bring the designated items in on the first day of class.

The school provides workbooks and textbooks that are part of the curriculum. The condition of textbooks is noted when assigned to a student; **students will be fined for damages beyond normal, expected wear**; this includes writing in the textbook, broken binding, or a damaged cover. Lost textbooks must be replaced; students will be charged the full cost of the replacement. All textbooks that travel between school and home are to be covered at all times (except soft covers, such as religion).

Middle School

- Books and supplies are to be kept in designated lockers.
- All students should bring the following materials to every class: assignment planner, loose-leaf paper, notebook for notes, accordion file, pencil, and black or blue pen. Other materials may be required for particular subject areas.

Homework (Archdiocesan Policy #4130)

Homework is assigned:

- To reinforce concepts and skills which have been presented in class.
- To foster the student’s creativity and discipline through enrichment projects or research.
- To train the student to work independently and accept responsibility for completing a task.

Good study habits cannot be started too soon. Reading should be encouraged nightly. Parents should also encourage students to use the public library.

Homework is generally given to students Monday through Thursday, in addition to periodic long-term projects. However, weekend homework may be assigned at the discretion of each teacher. Teachers use the following as a guideline, with the understanding that the amount of time spent on homework varies from student to student. Work finished in class, working pace, make-up work, etc., are a few variables that may affect the time your student needs to complete homework.

Nightly Minutes

<u>Grade</u>	<u>of Homework</u>
Kindergarten	Only as needed
1-2	10-20
3-5	30-50
6-8	60-80

Students are expected to write the assignments down during class. Parents are provided a weekly summary of homework assignments as a tool to gauge their student's workload and ability to keep track of assignments.

Middle School

- There should be nightly homework in mathematics and language arts (English grammar, literature, spelling), and homework 2 to 3 nights each week in other academic subjects (religion, science, social studies, etc.).
- Homework will typically be assigned Monday through Thursday, with weekend homework left to the discretion of each teacher. Long-term projects may be assigned prior to a weekend.
- Every effort will be made to have no more than 2 major exams or projects scheduled on the same day.
- Illegible work will NOT be accepted for a grade.
- Homework with ragged edges from being torn out of a notebook will not be accepted without first trimming the pages.
- Work may not be turned in on half sheets or scraps of paper unless specified by the teacher.
- Only pencil, black or blue ink, or typed written work will be accepted.

Make-Up Work

When a student is absent, it is his or her responsibility to complete all work assigned during the absence. As a rule, work should be completed within the same number of days as the absence. The teacher may make exceptions to this time allotment for individual students as necessary. If it appears that absence is used to avoid tests, assignment deadlines, and the like on a continual basis, it will be at the discretion of the teacher to shorten or revoke any extra time allowed to make-up assignments or tests.

Middle School Make-Up Policy for Tests and Quizzes

If a student is absent on a day when a test or quiz is given, the student will need to make-up the test or quiz during lunch or after school, not during class time. It is the student's responsibility to make arrangements to make-up the work. This should be done in a timely fashion.

- Any work assigned prior to an absence is due the first day the student returns to school. Any work assigned while a student is absent is due the third day the student returns to school.

- Daily homework and class information is posted to parent e-mail addresses by 4 pm daily. It is the responsibility of the student to check with each teacher to ensure they have completed work missed during an absence, including absences due to school-sponsored activities.
- Late work is not accepted.
- There is no extra credit. No exceptions.

Parental Support of Rules

It is our desire to help your children grow spiritually and academically. God-given talents should be encouraged and appreciated. Your support of our school and classroom rules provides stability in your child's life, which encourages spiritual and academic growth.

Parental Attitude Toward School Work

Parents are to be informed on a regular basis of their student's progress thru Fast Direct. In grades K-5, papers are sent home weekly. Your cooperation in the following areas is appreciated:

- Provide your children with a definite time and place to do homework away from distractions.
- Encourage and assist, but do not pressure or do your children's work for them.
- Should your child fail an assignment or test, due to lack of preparation or effort, it is important for your child to accept responsibility for the choices which led to failure, and hopefully make better choices in the future.
- Each teacher will provide information to the parents on a regular basis concerning the student. Parents are expected to familiarize themselves with each teacher's form of communication.
- If you are not seeing graded schoolwork at home, check with your child and then contact the teacher.
- Awareness of daily performance and appreciation of effort are far more important than rewards or punishment.

Progress Reports (Archdiocesan Policy #4400)

Parents are encouraged to contact teachers at any time during the school year to check on a student's progress. Contact your teacher through Fast Direct or call the school office and we will get a message to your teacher. Communication with parents regarding student progress will be by any of the following means:

1. Telephone calls
2. Notes from teachers
3. Work sent home for signature
4. Mid-terms (grades 6-8): three per year
5. Report cards: three per year

6. Parent/Student/Teacher conferences: held formally twice a year, or at the request of the teacher or parent throughout the year.

Grading Scale

The following grading scale is used:

Grades Pre-K–1st:	1	Beginning	+	Excellent
	2	Developing	√	Satisfactory
	3	Proficient	-	Needs Improvement
	4	Exemplary		

Grades 2nd-8th:							
A+	98-100	B+	88-90	C+	78-80	D+	68-70
A	94-97	B	84-87	C	74-77	D	64-67
A-	91-93	B-	81-83	C-	71-73	D-	61-63
						F	60 and below

NJHS

St. Bernadette Catholic School is an active chapter of the National Junior Honor Society. In order to be considered, students must perform academically, maintaining a 3.5 or above grade point average starting in 6th grade, along with the other four pillars, including leadership, service, character and citizenship.

Parent – Student – Teacher Conferences (Archdiocesan Policy #4410)

Students are encouraged to attend conferences, share their successes and struggles, and take responsibility for acting upon the feedback they receive. Conference sign-up sheets are posted the week prior to conferences for parents to choose a time slot to meet with teachers (PK-3 through 5th grade). Middle school teachers are available during the scheduled conference nights on a first-come, first-served basis. Unless specifically prohibited by court order, the non-custodial parent has the right to the same information and opportunities for conferences provided for the custodial parent.

Teachers or parents may schedule additional conferences when requested. Parents will be called when a serious or consistent problem arises. Parents should contact the teacher directly if they desire to schedule a conference.

Promotion and Retention (Archdiocesan Policy #4420)

Promotion. Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.

Retention. All decisions regarding retention are the responsibility of the principal in consultation with the teacher(s).

In cases of slow progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student's development (emotional, physical, social, as well as intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences and/or tardies may be cause for retention or withdrawal from the St. Bernadette.

Standardized Testing (Archdiocesan Policy #4430)

The Iowa Test of Basic Skills (ITBS) and Cognitive Abilities Test (CogAT) are given each year in 1st through 8th grades. When the results are returned to the school, an individual report for each student is sent to the parents. Individual student test scores and class scores are used by teachers to pinpoint areas for improvement and target students in need of additional help or more challenging work in the various subjects.

All students participate in standardized testing and all students are included in the class and school averages.

Special Needs/Services

Students who need special help and/or testing may be referred to outside agencies or professionals for assistance when such services are found to be in the best interest of the total development of the child. Parents are notified if there is question of a need for assistance. Counseling services are available through Catholic Charities. Psychological testing and/or speech therapy services and referrals are made to outside agencies. Accommodations for test taking by students (including ITBS and CogAT) with an active Individual Educational Plan (IEP) may be made at the discretion of the teacher in consultation with the principal. **Accommodations for daily testing/grades must be noted on the grade given on the report card.**

According to Archdiocesan Policy, "No teacher may accept pay for tutoring a student from his/her class during the academic year. In rare instances an exception may be sanctioned by the principal." Tutoring services may be offered by outside personnel and/or teachers approved by the principal. Payments for such services are between the parties involved. Any outside agency and/or person offering services must be in compliance with the "Safe Environment Training" requirements before he/she offers services.

Student Records (Archdiocesan Policy #2320)

Access to Records

Administrators will preserve both the integrity and privacy of the required student permanent records. These records will include the official transcripts, attendance records, standardized test results, and health records, as well as accurate, substantiated, professionally stated information regarding student progress. Access to student permanent records will be made available to Archdiocesan officials, teachers, clerical staff, and other persons who have a legitimate educational purpose in accordance with the regulations of the Office of Catholic Schools. Parents, as the primary educators, have the right to inspect and review the official record of their child. A parent not having custody of a child, but having the right of visitation, has a right commensurate with the parent having custody to examine the school record of the student.

Release of Student Permanent Records (Archdiocesan Policy #2340)

Upon written request, the school will release official transcripts to another school in which the student intends to enroll or in compliance with a court order to release information concerning a student. Unless the parent has initiated the request, a reasonable attempt will be made to notify the parent of the request for records.

All other requests for release of student permanent records may be granted only with the written authorization of the parents or the student, if 18 years of age or older.

Maintenance of Student Permanent Records

All student permanent records will be kept in perpetuity by the school or by the parish, if the school closes. (Archdiocese Policy #2320)

8th Grade Commencement (Archdiocesan Policy #2460)

Commencement exercises from middle school take place no earlier than one week preceding the closure of the school year and are kept appropriately simple and inexpensive. The commencement includes a Eucharistic Liturgy followed by a simple, dignified exercise that recognizes the unique value of the Catholic education just completed.

Student Health

Emergency Information Card (Archdiocesan Policy #2220)

An emergency information card is collected for **each child** at the beginning of the academic year. By law, we are required to have health information on all children on file so that emergencies can be properly evaluated and the appropriate medical services provided for the safety of the child. If this information is to be effective, it must be current. If there is a change in your telephone number for home, cell phone, work, other people who care for your child in an emergency, or the family doctor, please notify the school office immediately.

Please make certain that the teacher and the office are notified of any unusual health conditions. A written copy of serious health conditions must be provided for school records.

When parent(s) anticipate that they will be out of town for business or vacation, it is recommended that the school office be given a note indicating the name and telephone number of the party caring for the student(s), as well as any changes in the normal routines (pick-up, etc.).

Immunizations (Archdiocese Policy #2080)

In compliance with Colorado law, a current and up-to-date immunization record, signed by a physician or authority, must be filed prior to the start of school. Students who do not comply with the state's requirements will be excluded from attending school until the student has been immunized and/or paperwork is submitted to the school. See the website below for more information:
<http://www.cdphe.state.co.us/dc/Immunization/requirements.html>

Health Room

The ST. B health room is located in the office. If a student becomes ill or injured, the student will be cared for temporarily in this facility. Simple first aid will be administered, but no medication can be administered or applied (see Archdiocese Policy #2240). A parent or guardian will be notified and further care is the responsibility of the parent and/or family physician.

Illness and Injuries (Archdiocese Policy #2220)

If a student becomes ill at school or has an accident, which is determined to be serious enough to go home, the school will use the emergency card numbers to call for someone to pick up the student. School staff will give the student immediate and temporary first aid care, if necessary to preserve life, to prevent dangerous loss of blood or to prevent other such emergencies. If the child is seriously ill or injured, the school reserves the right to act as deemed necessary by the principal or the principal's designee in a life-threatening situation.

Ordinarily, school personnel will not transport seriously injured or ill students. If a parent cannot provide transportation to medical treatment, an ambulance will be called.

After a serious accident or emergency illness of any sort, a record of the incident and the procedures taken will be made and filed.

Children will be sent home for the following:

- Obvious injury or disease
- Vomiting or diarrhea
- A persistent cough and fever
- Strep Throat: The child may return to school 24 hours after an antibiotic is started if the student feels well enough and temperature is normal.
- Chicken Pox: The child should stay home until there are no new spots and old ones are scabbed over.
- Head Lice: The child may return to school only after treatment is completed and hair is free of nits.
- Impetigo: The child may return to school after treatment has begun.
- Pink Eye: Any eye infection must be under treatment by a physician before the child can return to school. The child may return to school 24 hours after antibiotic treatment is started AND symptoms have subsided, as some infections may be viral.
- Measles, Mumps, and Rubella: These are illnesses that are highly communicable and need to be diagnosed by a physician.

Please note that a child who becomes ill at school must be sent home if the child's temperature is 100 F or over, or if symptoms of illness such as vomiting, diarrhea, or a persistent cough are present.

Parents should not send a child to school if he/she is not feeling well. The child will not benefit from instruction and he/she endangers his/her health and the health of the teacher and other students. This includes any student who has a temperature, has had vomiting or diarrhea in the last 24 hours, or has any communicable disease such as chicken pox, conjunctivitis, mononucleosis or any illness of that nature. State Health Regulations require that the student remain home until the student has been fever-free for a minimum of 24 hours.

Ordinarily, students may not attend any after school or evening activity on day(s) the student is absent, or goes home due to illness in the afternoon.

Liability Insurance Coverage

Each parish, mission, educational, charitable and religious institution under the control of the Archbishop is covered by Commercial General Liability. Coverage is extended to include clergy, employees and volunteers while acting in the scope of their duties for the Archdiocese. Injuries resulting from student accidents are not covered under the medical payments feature. It is assumed that parents/guardians are providing accident and health insurance.

Medications (Archdiocese Policy #2240)

Students may not have medications of any kind in their possession including pain reliever (aspirin/Tylenol/Motrin), cough medicine, cough drops, breath sprays, or other over-the-counter medicines or prescription medication. Any medication found in the possession of a student will be confiscated. Special permission to carry medication may be granted by the principal for students with a condition that might require medication on an emergency basis (e.g. in cases of a child's allergic reaction, asthma attack, etc.).

School personnel may not administer any medication, including pain reliever, cold and cough medication, and decongestant, unless it is accompanied by a physician's order, written parental authorization, and the medication is in its original packaging (including pharmacy label if a prescribed medication).

Included in the appendices of this handbook are the forms for medication administration and parental authorization. A child's physician is not required to use the provided form, so long as their order/instructions include:

1. Student's name,
2. Name of medication,
3. Dosage,
4. Purpose of medication,
5. Time to be administered,
6. Anticipated number of days it must be administered,
7. Possible side effects, and
8. Storage instructions.

Hearing & Vision Screenings

Hearing and vision tests are administered to students in kindergarten through eighth grade in the fall of each school year. Parents will be notified of the hearing and vision dates in the calendar of the newsletter.

Communicable Diseases (Archdiocesan Policy #1400)

Any student, teacher, or other staff member having a communicable disease will be dealt with on a case-by-case basis according to this policy. Where required by law, the school will report a communicable disease to the Colorado Department of Health. In all cases, due consideration will be given to the needs and well-being of the individual involved, those with whom he/she has contact and the broader school/parish community being served. Information will be conveyed on a “need to know” basis only.

Tobacco, Alcohol and Other Drugs (Archdiocesan Policy #2620)

St. Bernadette Catholic School is a tobacco-free school. In 25-14-103.5, Colorado Revised Statutes: The General Assembly finds and declares that it is appropriate to create a safe and healthy school environment by prohibiting the use of all tobacco products on all school property. Welcome to our smoke-free school.

Students’ possession and/or use of tobacco, and possession, use or being under the influence of alcohol or illicit drugs, are prohibited on school premises and at all school sponsored activities and may result in expulsion from the school and notification of the proper authorities.

Physician’s Statement

St. Bernadette Catholic School must obtain for every child who enrolls in our preschool program a signed and dated statement of the child’s current health status, which indicates the child’s abilities and/or limitations to participate in a regularly scheduled care program.

Included in the appendices of this handbook is the report to be filled out by a licensed physician or other health care professional that has seen the child in the last twelve months.

School Safety and Security

Visitors

All visitors, adults, and students must report to the office and sign in. Parents must sign in at the office before going to their child's classroom. This policy is for the safety of all children at ST. B. No student is to have visitors during the school day without permission from the administration. In order to keep continuity to our day, former students of ST. B are discouraged from visiting during the school day. However, if former students do visit, then they are expected to report to the office and seek permission from an administrator.

Reporting Child Abuse and/or Neglect (Archdiocesan Policy #2200)

Colorado State Law (CRS Section 19-10-102 to 115) requires educators to report cases of physical abuse, sexual abuse, and neglect of children to the proper authorities. Any school personnel who knows or has reason to believe that a child is being neglected or abused must report this information to the principal. The local agencies will pursue this investigation. St. Bernadette Catholic School will follow the law to report all suspected cases.

Safe Haven

In case an emergency requires us to evacuate the school, we will go to:

**Location: Jefferson County Open School
7655 W. 10th Avenue
Lakewood, CO 80214**

Procedure

1. School principal will contact media to place an announcement and notify parents/legal guardians.
2. **Parents are asked to do the following:**
 - a. Report to the office in Lakewood Open School, 7655 W. 10th Ave, as soon as possible
 - b. Sign log
 - c. Go to the designated area to wait for children
 - d. Students will be released **directly to parent or designee**

Searches of Students and School (Archdiocesan Policy #2300)

The Principal, Pastor, the Office of Catholic Schools, or the Secretary for Catholic Education may conduct a search of the physical plant of the school, including lockers and desks, on suspicion of a threat to the health, welfare, or safety of the students. A student assigned a locker or desk has use of it but not proprietary rights to the locker or desk.

Inspection of personal property, i.e. pockets, handbags, book bags, etc., will not be conducted without the student's permission. If such permission is given, the search must be made in the presence of at least two school officials. If the student does not give permission, parent(s) shall be contacted and the school may take appropriate disciplinary or legal action.

Contact with Students During School Hours (Archdiocesan Policy #2280)

Persons (other than custodial parents), agencies, or organizations desiring to contact individual students during the school day must first receive permission from the principal. The principal must seek parental consent when the student is a minor. Pupils are not allowed to leave the classroom to speak to non-school personnel other than the child's parent or guardian, unless the principal or a designated school representative is present. The school may not be used by a non-legal guardian to exercise visitation rights.

Child Custody Issues (Archdiocesan Policy #2140)

The school will recognize custodial parents as the primary decision makers for their children. Information regarding custody and visitation should be provided to the school by the custodial parents at the time of registration and upon any changes to custodial provisions.

Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order.

Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights.

Crisis Prevention

We believe the best defense is a good offense. Our focus is on protecting our students. Any threats regarding harm to oneself or others will be taken very seriously. Therefore, we encourage students and parents to report any violent, suspicious, threatening, or unusual remarks, incidents, or conduct. Reports should be made to the principal, school faculty or staff, or rectory staff. These reports will be acted upon and treated confidentially.

Crisis Management

When an emergency situation demands an immediate response to safeguard students and staff within the building, the public address system will announce a code that all staff will recognize as a message to immediately implement the appropriate safety procedures.

Emergency Closing

When conditions are such that school might be closed, listen to the major radio and television stations listed below for information. Please do not call the school or the rectory.

WB-CHANNEL 2
KCNC-CHANNEL 4

KUSA-CHANNEL 9
FOX-CHANNEL 31

KMGH-CHANNEL 7
KOA RADIO 850 AM

Even if school is open for the day, parents should use their own discretion in sending or not sending children to school, as conditions may be different where you live. School will not be dismissed before regular dismissal time without parent notification. In addition, you may pick up your child at anytime if the weather is deteriorating in your area.

Emergency Drills

Safety drills are held periodically to ensure knowledge of procedures and to help students and faculty to be prepared for the following: fire, tornado, blizzard, earthquake, shelter-in-place, danger in the neighborhood or city, protection from chemical/biological dangers, hostage situation, death, any other school or district emergency. Safety drill reports are kept on file in the office. In each classroom, there is an emergency escape route posted for fire drills. Students are advised of a secondary route should the primary route get congested or blocked during an actual emergency. Each teacher will instruct his/her class regarding proper procedure. Silence must be observed in order to empty the building(s) quickly and safely.

Lock Down Procedures

Announced Version

When an emergency situation demands an immediate response to safeguard the students and staff within the building, the public address system will announce a code that all staff will recognize as a message to immediately implement the following procedures:

1. Windows are closed.
2. Classroom doors are locked.
3. Blinds are lowered and closed.
4. Outside doors are secured.
5. Visitors will be required to move into the nearest classroom until further notice.
6. Parents will be admitted to the school only through the front entrance, provided that other security measures do not override this option; if the situation occurs at dismissal time, waiting carpools will be informed of the situation as soon as possible.
7. Office staff will call 911 first, then the parish office at (303) 233-1523, and finally the Office of Catholic Schools at (303) 715-3200.
8. Once the initial emergency has been identified and appropriate procedures allow entry, parents may retrieve students from the classrooms.
9. Extended care staff, lunchroom staff, and custodians will assist the office staff and other professionals in the emergency.
10. Students will not be allowed to leave classrooms for any reason without adult supervision.
11. When the building has been determined to be safe and secure, the extended care staff may take students to the extended care room; other students will be dismissed.

Silent Version

The principal or designated staff will go to the classrooms and hand a note to the teacher indicating that a lock down is to be implemented and the reason for it. The above procedures will then be followed.

Supervision of Students (Archdiocesan Policy #2180)

Students must be supervised by an adult at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored co-curricular activities and at any other times during which the school accepts responsibility for supervision.

Supervision requires both physical presence and attention to students. Since emergencies will occur, it is not always possible for a teacher to be physically present to all students. It is important, therefore, that teachers inform students what they are to do if a teacher is not present.

Supervisors shall be present and actively supervising students in a reasonable and prudent manner appropriate to the activities/classes to which they have been assigned.

Asbestos Management Plan

St. Bernadette Catholic School conducted an extensive asbestos survey of all its building spaces. Based on the findings of that inspection, a comprehensive Asbestos Management Plan was compiled in 1988. This plan details the response actions that the school has made regarding asbestos containing materials found in the facility. In 1988, a required re-inspection and resurvey was completed to comply with AHERA law.

All visible, accessible and friable asbestos identified has been removed from our facility. Areas assumed to have asbestos are safely contained and inspected biannually. The Asbestos Management Plan is available for inspection at the school office during normal school hours.

Behavior and Discipline

Discipline (Archdiocesan Policy #2500)

St. Bernadette Catholic School encourages self-discipline and fosters an atmosphere that is conducive to learning. At all times, discipline is to be conducted according to gospel values and with dignity of the student and the general welfare of the school community in mind.

Basic expectations of student behavior have been developed and will be enforced by each student's classroom teachers. Teachers manage discipline problems of the students under their supervision and enlist the help of the principal only in cases involving serious or repeated misbehavior.

Student Code of Conduct

Students are expected to live the Three R's, **Religion, Respect, and Responsibility**, at St. Bernadette Catholic School when working with peers, teachers, administration, pastor, parents, volunteers, other school personnel, and visitors. This expectation carries through to athletics, off-campus activities, and any time students are representing the school. Parents are also encouraged to use the Three R's at home as a standard of acceptable behavior standards.

Our faculty strongly believes in the ability of all students to be responsible for their behavior and decisions. The daily development of good judgment and decision-making skills on the part of the students is an important part of their education.

Therefore, our school's philosophy of discipline involves developing within each student a sense of responsibility for one's own behavior. Students need to identify their own negative behavior, think of alternative ways of behaving, and make a plan or commitment regarding that new behavior. It is the responsibility of each student to respect the rights of all. When the rights of another are violated, natural or logical consequences will follow. With every right comes a responsibility.

Students are expected to show respect for each member of the school community by:

Classroom Behavior

Teachers are responsible for determining the specific behavior guidelines in their classrooms. In general, students are expected to:

- Respect authority and follow directions
- Treat others with respect
- Respect school and personal property
- Greet one another pleasantly
- Respond to one another with courtesy
- Listen attentively when addressed

- Wait patiently for another's attention without interrupting
- Treat one another with respect on the playground, in the halls, in the cafeteria line, etc.
- Help one another by holding a door, assisting to carry items, and being courteous and helpful to any guest
- Show respect for a speaker by listening attentively to presentations
- Wait to speak until other speakers are finished
- Respect the Church by maintaining silence and behaving appropriately while at Mass or other activities in St. Bernadette Church

Playground Behavior and Rules

All students on the playground are expected to observe the following safety rules at all times:

- Rough games such as wrestling, tackle football, etc. are not permitted.
- Students are not permitted on rocks, stone foundations, walls, fences, or roof of the building.
- Students may not play on the steps or banisters.
- Students must stay off of the grass courtyard area during school hours.
- Students may not go in the building without a teacher, except for injury or restroom use.
- Food, candy, or gum on the playground at lunch or any recess is not permitted.
- Students are to be respectful of teachers and parents on duty and each other.
- Inappropriate language, gestures, or actions (fighting, hitting, kicking, biting, pushing, scratching, throwing rocks or snowballs, spitting) will have consequences.
- Another child should not move an injured child. The supervising adult should be notified and address the situation.

Strangers on the playground should be reported to the supervisor on duty or to the office immediately.

Cafeteria Behavior

All students are expected to observe the following rules in the cafeteria:

- Students in line must be orderly and polite; absolutely no pushing or crowding in line.
- Good table manners are required.
- Voices must remain at a conversational level at all times.
- Students may not throw food.
- All food and drink must remain in the cafeteria.

Unacceptable Conduct and Consequences

Offenses requiring disciplinary action that may result in community service, detention, probation, suspension, expulsion, or other appropriate disciplinary action are:

1. Infliction of or threatening physical injury to another person
2. Being involved in rough playing or fighting
3. Use or possession of a weapon, matches, laser pointers or any item considered dangerous at the school or at school related activities
4. Continued willful disobedience or defiance of adult supervision

5. Disrespect for others
6. Verbal, physical, or sexual harassment of others
7. Use of obscene or profane language or gestures
8. Willful destruction or defacing of school or personal property
9. Academic dishonesty including, but not limited to cheating, plagiarism, etc...
10. Initiating or participating in false alarms (fire, bomb, etc.)
11. Unexcused absence from school
12. Incurable or disruptive behavior which impedes the progress of the class
13. Throwing or spitting food or eating or removing food or drink from dining areas
14. Picking up or throwing snowballs, rocks, etc.
15. Skateboarding, roller blading or bike riding on school property
16. Bringing inappropriate publications, such as magazines, pictures or downloaded materials to school
17. Being in unauthorized areas
18. Disregard for student dress code
19. Negligence in completing work or bringing materials to class
20. Gum chewing on campus
21. The use, unauthorized possession, selling, or distribution of any alcoholic beverages, drugs, or tobacco on school grounds or related areas at any school function (note regarding drugs, controlled substance, etc.: action will be taken based on "reasonable suspicion," which includes "signs and symbols")
22. Unauthorized use of electronic devices (cell phones, ipods, cameras, etc) on campus.

The teacher and the principal will handle infractions of this code while on school grounds and they will determine consequences that are appropriate for the age and behavior of the child. These consequences may include any of those listed under the Forms of Disciplinary Action section. It is the responsibility of the principal to work with the faculty to ensure fairness and consistency in the enforcement of the code of conduct.

Harassment (Archdiocese Policy #2610)

St. Bernadette School "prohibits any verbal, physical, or visual, conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment."

These types of harassment are not consistent with enrollment in Catholic Schools.

1. **Sexual Harassment:** Any form of communication, written or spoken, gesture, touch, or act of violence on a person that offends that person's dignity. That offense may be sexual innuendo, sexual references or remarks, character assassination or vulgar remarks directed at an individual because of his/her gender or handicap that would be inappropriate conversation in any context.
2. **Gender:** A remark, characterization or written assault on a person which does not respect the person's gender or his/ her equal status under the law.
3. **Racism:** A remark, characterization, or written assault directed at a person of another race or the same race which destroys the dignity of that person or the person's integrity or property.

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4. **Ethnicity and Cultural Heritage:** Written or oral remarks, characterizations, or assaults on a person because of his/her nationality or cultural origins.
5. **Attributes:** A remark, characterization or written assault upon a person because of his/her physical or mental attributes. References to a person's size, weight, physical or mental aptitude, talent, personality or judgment of worth are discriminatory and, thus, a form of harassment.
6. **Religion or Creed:** Written or oral remarks, characterizations, or assaults on a person because of his/her religious beliefs.

Harassment Reporting and Intervention Procedures

- Student(s) should tell a teacher, staff member, or principal, as well as their parents of any concerns.
- Faculty or staff must communicate the student's concerns and consider options with the principal.
- Parents are asked to make the student's concerns known to the teacher and/or the administration if necessary.
- Teachers must address the concern and confer with the administration
- Athletes should tell their coach and parents. Coach and parents should inform the Athletic director who will inform the principal.
- The administration will keep the Pastor and Office of Catholic Schools informed of serious or repetitive incidents.
- All reports are confidential. They are not shared with those who are not in a position of authority. They may be shared with others in a position of authority on a need-to-know basis.
- Intervention procedures will be handled consistent with the Archdiocesan Policy, the school code of conduct, and in accordance with the law. Human decency and respect will remain a central part of our approach.

Consequences

A conference with the principal and notification of the student's parents will occur and opportunities to refocus and reflect will be given such as community service, physical activity and/or activities in isolation.

Forms of Disciplinary Action

Disciplinary Referral Form

Forms are used to inform parents of repeated misbehaviors (i.e. uniform violations, chewing gum) or for written notification of suspension.

Loss of Privilege

Loss of privilege can include the loss of recess, snack time, eating with peers, peer interaction, athletic or extra-curricular participation.

Detention (Grades K-8)

Students who violate the student code of conduct may be withheld after school at the discretion of the teacher and principal. The parent will be notified of all detentions.

Probation (Archdiocesan Policy # 2520)

A student may be placed on probation by a principal for a specified time for serious or continued misconduct or serious academic deficiency.

These procedures shall be followed for probation:

- The pastor shall be notified in advance that the student will be placed on probation and that a conference will be held.
- A conference with parents, student, principal, and teacher (if appropriate) will be held to discuss the problem and terms of probation.
- A written account shall be made of the conditions of probation, including the specified period of time in which the student has to show improvement, and will be signed by all parties.
- The parents, student, and principal shall sign the statement of probation conditions. A copy will be given to the parents and one copy kept on file in the school office.
- Parents must be notified in writing when the probation is terminated or if it is to be extended.

A student placed on probation is expected to show behavioral or academic improvement within a specified time period. Any probationary period may include specific terms and conditions, may require specific behavior by the student, and may include a plan designed for improving behavior.

Suspension (Archdiocesan Policy # 2580)

Suspension is defined as a temporary dismissal of a student from the school. Suspension is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success. A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct after having been placed on probation.

The following directives for suspension will be followed.

- Only the principal may suspend a student.
- A student shall be suspended for no more than 5 school days.
- Parents shall be informed of the reasons and decision for the suspension before the child is removed from school.
- A conference shall be held with the parents; either before or after the student is placed on suspension.
- A written record including the date of the suspension, reasons, and notes relating to the conference with the parents and terms and conditions of the suspension shall be signed by the parent and principal. A copy must be kept in a file separate from the student's permanent record.
- As a remedial measure, the student should be provided with some type of assignment to be done during days of suspension. Credit for the work completed will be determined by the teacher and/or principal.

Expulsion (Archdiocesan Policy # 2600)

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort:

1. after all other efforts of motivation and counseling have failed or
 2. where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or
 3. as set forth in Policy #2660 regarding student withdrawal on grounds of parental behavior.
- The procedures to be followed for expulsion are contained in the Archdiocesan Policy Book in Policy #2600.

Student Withdrawal (Archdiocesan Policy # 2630)

After the school has made attempts to meet their individual needs, students clearly unable to profit from the school by reason of academic and/or behavioral problems or emotional difficulties may be required to withdraw from school.

ST. B reserves the right to request student withdrawal during the school year if one or both of the following conditions occur:

1. Inability or unwillingness to perform at the academic level required
2. Inability or unwillingness to conform to school discipline policies

Withdrawal from the School

If a student leaves during the school year, a withdrawal form must be completed. These forms are available in the school office.

Student Dismissal On Grounds Of Parental Behavior (Archdiocese Policy #2640)

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for ANY of the following reasons:

1. Refusal to cooperate with school personnel
2. Refusal to adhere to Archdiocesan or local policies and regulations
3. Interference in matters of school administration or discipline.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. If such effort does not correct the situation, the principal may recommend to the parents that they withdraw their child after appropriate consultation with the pastor and the Superintendent of Catholic Schools.

Uniform Code Violations

Parents will be notified in writing of uniform violations that are chronic. Failure to make changes will result in suspension.

Email and Internet Use (Archdiocesan Policy #4030)

We are very pleased to bring Internet access to St. Bernadette Catholic School and believe the Internet offers vast, diverse, and unique resources to both the students and teachers. Our goal in providing this service to teachers and the students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Students and staff are responsible for their behavior, actions, and communications when using the school's network and computer technology. They are responsible for the appropriateness and content of material they store, transmit, or publish on the system. General school rules for behavior and communication apply. Technology resources that are covered by this agreement include, but are not limited to, computers, servers, disk drives, printers, scanners, video and audio devices, cameras, software, telephones, electronic science probes, and other electronic computing resources.

Students will participate in a training class prior to being allowed to access the network, Internet, or use the e-mail system. During this training, the students will learn the proper use of technology, as well as the laws that govern e-mail and Internet use.

Internet/Network Use

- The student will access the Internet and network services at the direction of the teachers and for educational purposes only.
- The student will never access others' folders or files.
- The student will not post or distribute any pictures or documents that are considered defamatory, inaccurate, abusive, obscene, threatening, offensive, or contrary to the teaching of the Catholic Church.
- The student will not access sites that are deemed obscene, constitute pornography, or are contrary to the mission of the school. In the event that the student accesses an inappropriate site accidentally, he/she will notify the teacher immediately.
- The student agrees never to use the Internet for any activity that is considered illegal, criminal, or contrary to the teachings of the Catholic Church.
- The student will abide by all laws regarding copyright and plagiarism.
- The student agrees never to tamper with or vandalize the property of the school or other users.
- The student agrees never to download or upload any file, application, or resource to or from the school's network without prior permission of a teacher or system administrator.
- The student agrees to report any misuse to the teacher or system administrator.
- The school is not responsible for loss of data stored on the school computers or network.

Email Uses

- The student may be assigned an email address to be used for educational purposes. Email will be used for teacher-sponsored activities.

Middle School Teachers' and Specialists' Policies

St Bernadette Catholic School

Middle School Teachers' and Specialists' Policies (Grades 6, 7, and 8)

Student Day

- Students may not enter the building before 7:45 a.m. unless they have obtained a note from a teacher the day before. No exceptions.
- All students should be in their assigned seats in their first class by the start of prayer, pledge of allegiance, and roll call at 8:00 a.m. sharp or they will be counted tardy. Students arriving after 8:30 a.m. must go to the office for a tardy slip.
-

Homework

- The average student, without distractions, should expect to complete 60-80 minutes of homework each evening, Monday through Friday. There should be daily homework in language arts (English, grammar, and spelling), mathematics, and Spanish, and homework two-three times each week in other subjects (literature, religion, science, social studies, and specials).

Exams

- Every effort will be made to have no more than two chapter or unit exams scheduled on the same day. Quizzes are not considered major exams.

Neatness of Assignments

- Students should use their best handwriting every time! Illegible work will NOT be accepted.
- Paper with a ragged edge (from tearing out of a spiral notebook) must be trimmed.
- Work must be turned in on a full sheet of paper unless specified by the teacher.
- Only erasable blue or black ink or mechanical pencil is acceptable. All math and Spanish workbook assignments are to be completed in pencil only.
- When correcting mistakes on written work, make clean erasures.

Spelling and Grammar

- Correct spelling and grammar is expected on all written work in all subjects, including specials.

Paper Heading

- Upper left-hand corner of paper: First and last name followed by student number
Date
Subject
Assignment and page number
- Note: Papers with incomplete or incorrect headings will not be accepted for credit.

Absences

- Any work assigned prior to an absence is due the **first** day the student returns to school. Any work assigned while a student is absent is due the **third** day the student returns to school.
- Daily homework and class information is posted to Fast Direct by 4:00 p.m. daily. It is the responsibility of the student to check with each teacher to ensure they have completed work missed during an absence, including absences due to school-sponsored activities.

Late Work

- Late work is not accepted.

Extra Credit

- There is no extra credit. No exceptions.

Appropriate Behavior in Classroom

- Appropriate behavior in the classroom is expected at all times. Inappropriate behavior will negatively impact a student's final grade by up to twenty percent.
- Following the uniform code and adhering to appropriate behaviors outlined in the student handbook is essential.
- Disciplinary Policy: following three notifications of inappropriate behavior, students become eligible for participation in Fitness Club during lunch recess. Following three sessions of Fitness Club, a conference with the student, parents, teachers, and principal will be scheduled. If inappropriate behavior continues, the student may be suspended from school for one to five days. At this point, a second conference will be scheduled to determine if the student may continue attending St. Bernadette.

Grading Scale

A+	98 - 100
A	94 - 97
A-	91 - 93
B+	88 - 90
B	84 - 87
B-	81 - 83
C+	78 - 80
C	74 - 77
C-	71 - 73
D+	68 - 70
D	64 - 67
D-	61 - 63
F	60 and below

Books & Supplies

- All textbooks are to be covered at all times.
- Books and supplies are to be kept in designated lockers.
- All students should bring the following to every class: assignment notebook/planner, loose-leaf paper in accordion file, composition book, erasable pen and/or mechanical pencil. Other materials may be required for particular subject areas. Assignment notebooks/planners must be purchased from the school and be in use by the end of the first week of classes.

I have read the Middle School policies and agree to abide by them:

Student Signature: _____

Parent Signature: _____

Date: _____

PLEASE RETURN TO YOUR HOMEROOM TEACHER. Due: _____ Thank you!

Rev. 08/19/08

Student Rights and Responsibilities

It is imperative to remember that with every right there is a responsibility. No student has the right to interfere with the education of his/her fellow students. It is thus the responsibility of each student to respect the rights of all who are involved in the educational process. Every member of the school community, including students, parents, and school staff, have the responsibility to promote regular attendance at school, orderly conduct, freedom from fear of insults, harassment or injury, and maximum opportunities for learning. Therefore, while on the school grounds, facilities, or at school-sponsored events, the responsibilities of the students shall be:

- To help maintain an overall atmosphere conducive to learning.
- To respect the policy that no student shall engage in any activity which disrupts or shows clear and convincing evidence of threatening to disrupt the school operation and/or interfere with the public or private rights of others.
- To respect the staff by obeying all reasonable requests with equanimity and avoiding the use of profanity, obscene or gang related gestures.
- To practice and encourage honesty in academic work and in all other transactions.
- To promote the physical safety and personal security of all others, exercising in this pursuit a high degree of self-discipline.
- To respect the property of the school by caring for it and protecting it from theft; at the same time respecting the individual property of staff and students in the same manner.
- To be responsible for keeping the grounds and building clean.
- To attend classes, be on time, and complete his/her course of study as prescribed by St. Bernadette Catholic School.
- To refrain from using, possessing, buying, or selling alcohol and narcotics or other dangerous drugs.
- To personally refrain and discourage others from possessing or transmitting any kind of weapon.

Student Property at School

Bicycles

Students may ride bicycles to school. The school is not responsible for the bicycles during the school day.

Heelies, Roller Blades, Roller Skates, Scooters, and Skateboards

Students are not allowed to have these at school at any time.

Bats and Balls

Baseballs, softballs, handballs, hard leather footballs, Frisbees, or baseball bats are not permitted at school. The only balls allowed on the playground are “Nerf”-type foam or soft rubber balls. All balls brought from home must be clearly marked with the student’s name. Please remember that ST. B is not responsible for the loss of or damage to balls brought from home. Playground balls are provided by ST. B for student use.

Cell phones

Students can have cell phones at school as long as they remain off and in the student’s backpack and/or locker during school hours.

Personal and Electronic Property

Any electronic game devices, baseball cards or other trading cards, expensive possessions such as ipods, pagers, cameras, CD players, “Walkmans”, cassette players, radios, etc. are forbidden at school. These types of items deter students from focusing on their religious and academic studies and the school cannot insure personal property from damage or theft. Students not in compliance will have items confiscated and sent to the office, where parents may pick them up.

Locker Use

Students must recognize that the use of a locker is a privilege afforded by St. Bernadette to 6th, 7th, and 8th grade students. The locker remains the property of ST. B. As with all privileges, use of a locker carries with it certain responsibilities. The following expectations apply to all students:

- The student will purchase a combination lock from ST. B. and use this lock on the locker at all times. All locks must be purchased from ST. B. The same lock may be used in 6th, 7th, and 8th grade.
- Valuable items (money, jewelry, cameras, etc.) are not to be stored in the locker.
- Do not share lockers or combinations. Sharing lockers and combinations violates the security of the locker. The locker and its contents are solely the student’s responsibility.
- Students are totally responsible for the upkeep of their lockers. Any vandalism due to stickers, scratches, etc., will be charged to the student assigned to that locker. Locker privileges may be suspended if defacing continues.

**St. Bernadette Catholic School
Uniform Dress Code**

St. Bernadette Catholic School's uniform is designed to reflect our oneness in faith, promote an atmosphere of academic excellence, and support our sense of community within our parish. The clothing regulations are a reflection of the high standards expected by our Archbishop, Superintendent of Catholic schools, Pastor, Principal, faculty, and parents who wish to provide our children with an outstanding Catholic education. Uniforms help ensure that our students' self-esteem comes from internal feelings of success not related to external trappings, like clothing.

It is the responsibility of our parents to implement and support this code. The school should NOT have to enforce the uniform code. Parents may be called to bring appropriate clothing, or students may be sent home to change clothes, if not in compliance with the code. Dress is expected to be neat, clean, modest, and appropriate in size. Wearing undersized, oversized, or sagging articles of clothing, or intentionally displaying undergarments, is not permitted.

*St. Bernadette Catholic School requires that uniforms be purchased from Dennis Uniform Manufacturing Company (www.dennisuniform.com) located at 8600 Park Meadows Drive, Suite 700, Lone Tree, CO 80124; (303) 738-2255. Brochures are available in the school office and uniforms may be purchased on-line; **school code: C9Q**.

A specific uniform is required for Mass days; this uniform is referred to as "Mass Dress" and is outlined below. Scout uniforms may be worn on the day of the meeting in lieu of the school uniform.

Girls' Uniform (Preschool - 4th Grades)

Blouse: White with Peter-Pan Collar; Short or Long-Sleeve
Shift: Tyler Plaid
Skort with Tabs: Tyler Plaid, Navy Twill, or Khaki Twill
Pants: Navy Twill or Khaki Twill; Flat Front, Pleated Front, or Stretch Front
Shirts: White, Light Blue, or Navy Polo Shirt with St. Bernadette Fiberlok Logo; Short or Long-Sleeve
Sweaters: Navy V-Neck Cardigan with Soft-Button Front (Item #064300-976)
Sweatshirts: Navy with St. Bernadette Fiberlok Logo
Shoes: Flats or Dress Shoes (no heels or open toes); Laced Athletic Shoes (no black soles)

Girls' Uniform (5th - 8th Grades)

Blouse: White with Peter-Pan Collar; Short or Long-Sleeve
Skirt: Tyler Plaid
Skort with Tabs: Tyler Plaid, Navy Twill, or Khaki Twill
Shirts: White, Light Blue, or Navy Polo Shirt with St. Bernadette Fiberlok Logo; Short or Long-Sleeve
Pants: Navy Twill or Khaki Twill; Flat Front, Pleated Front or Stretch Front
Sweaters: Navy V-Neck Cardigan with Soft-Button Front (Item #064300-976)
Sweatshirts: Navy with St. Bernadette Fiberlok Logo
Shoes: Flats or Dress Shoes (no heels or open toes); Laced Athletic Shoes (no black soles)

Girls' Mass Dress (Preschool - 4th Grades)

Navy V-Neck Cardigan with Soft-Button Front (Item #064300-976)
Tyler Plaid Shift
White Blouse with Peter-Pan Collar; Short-Sleeve
Solid Navy or White Tights; Navy or White Knee-Hi, Cuffed, or Anklet Socks
Flats or Dress Shoes (no heels or open toes); Laced Athletic Shoes (no black soles)

Girls' Mass Dress (5th – 8th Grades)

Navy V-Neck Cardigan with Soft-Button Front (Item #064300-976)
Tyler Plaid Skirt
White Blouse with Peter-Pan Collar; Short-Sleeve
Solid Navy or White Tights; Navy or White Knee-Hi, Cuffed, or Anklet Socks
Flats or Dress Shoes (no heels or open toes); Laced Athletic Shoes (no black soles)

Boys' Uniform (Preschool - 8th Grades)

Shirts: White, Light Blue or Navy Polo with St. Bernadette Logo; Short or Long-Sleeve

Shorts: Navy Rasser Twill, Khaki Rasser Twill, Navy Twill, or Khaki Twill; Flat Front or Pleated Front
Pants: Navy Rasser Twill, Khaki Rasser Twill, Navy Twill, or Khaki Twill; Flat Front, Pleated Front, or Relaxed Fit
Belt: Black or Navy; Leather or Stretch with Magnetic Closure
Sweaters: Navy V-Neck Cardigan (Item #063000-976)
Sweatshirts: Navy with St. Bernadette Embroidered Logo
Shoes: Laced Dress Shoes or Velcro or Laced Athletic Shoes (no black soles)

Boys' Mass Dress (Preschool - 8th Grades)

Navy V-Neck Cardigan (Item #063000-976)
Khaki Pants; Rasser Twill or Twill; Flat Front, Pleated Front, or Relaxed Fit
White Oxford-Cloth Button-Down-Collar Shirt; Short-Sleeve
Belt: Black or Navy; Leather or Stretch with Magnetic Closure
Navy or White Socks; Crew or Athletic
Dress Shoes or Laced Athletic Shoes (no black soles)

Guidelines for Girls & Boys

- Blouses and Shirts must be tucked in at all times. Solid white undershirts are acceptable.
- Shift, Skirt, and Skort length should at least meet the top of the kneecap.
- Shoes may be athletic or dress; NO backless, heels, or toeless shoes. Shoes with laces must be tied all the way to the top. Boots of any style are not part of the uniform and may be worn to and from school only during inclement weather.
- Tights must be solid navy or white with no decoration. Leggings are not permitted.
- Hair must be neat, clean, and well-groomed. No excessive hairstyles will be permitted for girls or boys. Hair must be a reasonable and tidy length (no longer than collar length for boys) and should never obstruct a student's vision. A shaved design, tails, spikes, or other "fad" cuts or styles are not permitted. If hair does not follow code, the student will be excluded from school until in compliance.
- Hats and sunglasses may not be worn in any building on the St. Bernadette campus. Any student choosing to wear them in the building will be asked to remove them.
- Jewelry: Girls and boys may wear one religious oriented necklace and/or bracelet (ex. cross, heart, religious medal). One "cause" bracelet may also be worn (ex. Live Strong, cancer awareness, etc.). Girls may wear one set of post earrings. Girls may wear one, modest, feather in the hair.
- Girls in 6th through 8th grades may wear make-up in moderation. Teachers may ask a student to remove inappropriate make-up. Clear nail polish or "French" manicures are acceptable.
- No eyebrow, lip, multi-ear, nose, tongue, or body piercing.
- No tattoos.

THE PRINCIPAL HAS FINAL SAY IN ALL MATTERS CONCERNING THE UNIFORM CODE AND GUIDELINES, AND RESERVES THE RIGHT TO AMMEND OR MAKE CHANGES TO THE POLICY WHEN NECESSARY.

Used Uniform Sales

Used uniforms are sold each year the week prior to the first day of school and at Back-to-School Night. During the school year, uniforms are available for purchase in the hot lunch workroom. Prices for each item are noted on flyers in the room. Please pay for any uniform items in the office. The monies collected go to ST. B. PTO.

Free Dress Guidelines

Occasionally a day will be designated as free dress – typically as a reward for a contest or fundraising event. Uniform guidelines apply to free dress as well. Students must dress neatly. Students in clothing that does not fit the dress code may not be allowed to attend class and parents will be asked to bring appropriate clothing.

- **Shorts and pants** must be hemmed with no fringe or ragged edges. Shorts must be no more than 4 inches above the knee.
- **Jeans** will be permitted, but must be neat and without holes.
- No spaghetti straps or mesh basketball type jerseys are allowed. Sleeveless shirts are allowed only if they have a collar.
- **Shirts** must be long enough to cover the mid-riff.
- **Skirt and dress** lengths must follow the uniform code. Slits more than 2 inches above the knee will not be allowed.
- No low-cut or back-less shirts or dresses are allowed.
- Clothing with logos containing satanic, heavy metal, cigarette, alcohol, vulgar or suggestive sayings are not permitted.

Sports Uniforms

Uniforms are provided to students participating in Softball, Basketball, Baseball and Volleyball and must be cleaned and returned to the office at the end of the season. Students will be charged a replacement fee for those uniforms not returned to school.

Faith Formation and Sacramental Program

Sacrament Preparation (Archdiocesan Policy #4100)

Catholic students in Second Grade are prepared for the Sacrament of Reconciliation and First Communion; a group Communion will be held. If any student in a grade above Second has not received these sacraments, contact the parish office to make arrangements. Eighth graders are prepared for Confirmation and a group Confirmation will be held.

Lenten Practices

Since Holy Week is a special celebration of the sufferings and death of Jesus, the Church encourages us to use this time of grace to do something beautiful for God and others. It is a chance to make sacrifices for love of God and to better understand our special call to love and serve Christ in the poor and suffering in the world. On Wednesdays during Lent, the school will hold Stations of the Cross in the dining hall. On Fridays during Lent, TGIF lunches will be meatless and many classes choose to observe silence in the cafeteria or in the hallways to allow time for reflection.

School Masses and Other Liturgical Celebrations (Archdiocesan Policy #4120)

ST. B students and staff attend Mass each week on Friday mornings at 8:30 am. Parents are invited and encouraged to attend. In addition, Religion is a core subject taught at all grade levels. ALL students are required to participate in religious instruction. Instruction in the meaning of the Liturgy and liturgical participation is a vital part of the overall religion program.

Additional liturgical events are included in the academic calendar, some of which are: Marion month of October, Blessing of the Animals, All Saints Day, All Souls Day, Veterans Day Mass, Feast of the Immaculate Conception, Our Lady of Guadalupe, Ash Wednesday, Feast of St. Bernadette, May Crowning, seasonal celebrations, and service to the community.

Expected Conduct of Students at Mass

The purpose of the weekday masses is to teach the students how to FULLY participate by responding and singing. Parental reinforcement of these details including how to genuflect and make the Sign of the Cross correctly is appreciated. During Mass students should:

- Enter quietly.
- Demonstrate the correct Sign of the Cross and a sincere and correct form of genuflection before entering the pew.
- Put down the kneelers QUIETLY before mass begins and leave them down during the entire Mass.
- Not go to the bathroom during Mass unless it is a DIRE EMERGENCY.
- Sit up properly and kneel with backs straight; faces should be toward the altar.
- Answer with the appropriate response at Mass.
- Be respectful and reverent when going to, and returning from, Communion.
- Kneel in their pews after Communion until the tabernacle doors are closed and Father sits.
- Put the kneelers up QUIETLY after Mass and then exit silently when their class is dismissed.

Excursions and Activities

Social Activities (Archdiocesan Policy # 2700)

School-sponsored social activities may be held with the approval of the pastor or principal. All school sponsored social activities will be appropriately supervised by faculty members and parents.

School Parties

School parties are given on the following occasions: Halloween, Christmas, Valentine's Day, and other holidays as dictated by the homeroom teachers. Any other reason for a party at school must be discussed with the Principal before it is planned.

It is fine to send or bring a treat on a child's birthday, as long as the teacher is notified in advance. Invitations to private parties should not be distributed at school unless everyone in the classroom is being invited.

Field Trips (Archdiocesan Policy # 4340)

St. Bernadette students participate in field trips that enhance the instructional program. Students in Pre-K through 5th grades are limited to day trips. Students in grades 6-8 may participate in overnight trips, with the approval of the Superintendent of Catholic Schools.

ST. B requires written permission from parents for students to participate on field trips. You will be notified of the specifics of each trip and required to sign a form approving your child's participation. Phone calls are not acceptable. If for any reason you do not wish your child to attend a field trip, call or write a note to that effect. Children who do not go on the field trip will be sent to other classrooms. Students who violate rules on a field trip may be barred from future field trips.

Parents are asked to drive and assist teachers on field trips. **Drivers are required to sign a Volunteer Driver Agreement, which is available in the school office, and provide proof of completion of the Safe Environment Training class, insurance, and a valid driver's license prior to the trip.** Drivers are **NOT** to stop for gas or treats while the students are in the vehicle. The permission slip states the destination and will be the only stop made.

Students will wear uniforms on Field Trips, unless previously discussed with the Administration. Electronic devices are not to be taken on field trips (Ipods, CD players, etc.)

Outdoor Education

If scheduled, students in sixth through eighth grades participate in outdoor education. Possible venues include the Keystone Science Camp, Outer Edge, etc. YMCA Camps have not been approved by the Archdiocese for the current academic year.

Athletics

The Catholic Schools Athletic League (CSAL) is a program that, through the vehicle of sports, aids youth to become better Christians and to become friends with other children throughout the Archdiocese.

All students participating in St. Bernadette School team basketball and/or volleyball athletics program, must provide a completed physical form, from a physician, in order to be approved to play. Clearance from a physician must be given every year or participation. Your physician can provide you with this signed form after a yearly physical. A sample of this form can be found in the appendices of this handbook.

Code of Conduct for Athletic Programs

CSAL activities should be examples of the meaning of Christian Sportsmanship. The guiding principle behind enforcement of this code is that the behavior of everyone involved in CSAL should not detract from the children's enjoyment of the sport.

Coaches

Acceptable standards of behavior include:

- Be a good model for participants and fans, exemplifying the highest moral and ethical behavior.
- Coach in a positive manner, reflecting Christian values.
- Instruct participants in sportsmanship and expect them to display good sportsmanship.
- Treat opposing coaches, participants, and fans with respect.
- Respect the judgment of officials and abide by the rules of the event.
- Remember that the players are children and are playing for their enjoyment, not yours.

Players

Acceptable standards of behavior include:

- Play in a positive manner.
- Respect the judgment of officials and abide by the rules of the contest.
- Accept seriously the responsibility of representing the school by displaying positive behavior at all times.
- Treat opponents with respect, shake hands prior and after contest.

Spectators

Acceptable standards of behavior include:

- Be a role model by positively supporting teams and by not shouting instructions or criticism to the players, coaches, or officials. Do not coach from the stands.
- Remember that the players are children and they are playing for their enjoyment, not yours.

Communications

General Communications

Each teacher will provide information to the parents on a regular basis via notes, email, and telephone or in person concerning your child. Parents are expected to familiarize themselves with each teacher's form of communication. You should feel free to call the school when you have a concern. Also, if you have something to discuss with the Principal or a teacher, please feel free to schedule an appointment. The office can assist you with that, as well. Please do not stop by in the morning or at dismissal to talk or meet with the teachers unless it has been pre-arranged. Unplanned talks or meetings prohibit the class from starting productively and/or prevents the teacher from meeting responsibilities for dismissal duty and supervision.

If you find it necessary to leave a message for your child, please make every effort to call the school office before 12:30 p.m. to ensure proper delivery.

School Web Site

The school's web site (www.stb-school.com) has a secure login for student families to access the weekly newsletter, student directory, school calendar, lunch menus, etc. New families will be contacted by the office to set up their login and password.

Newsletter

No school can be successful without cooperation and communication between home and school. Newsletters are emailed to families weekly. It is of paramount importance that you read it and make note of important information contained within its pages. The newsletter is our most direct and up-to-date means of communication. To disregard it may cause you or your child(ren) to miss important events or announcements.

Concerns and Questions

Parents should contact the teacher of the class or subject regarding matters of classroom routines, discipline, curriculum, incomplete homework, student progress, classroom expectations, and student responsibilities. The Principal is the final arbiter in cases that cannot be resolved at the classroom level.

Parents should contact the Principal on school policy, school management, enrollment, student abuse, vandalism, situations involving violent behavior, and general scheduling.

Parents should contact the Parish Business Office regarding general financial information or student accounts.

To file a complaint about Child Care (Preschool or Extended Care), inform the Principal, and call Colorado Department of Human Services, Division of Child Care.

Grievance Procedure

In the event that you have a question or concern, the procedure is to start at the first level possible. If you are not satisfied with the response at that level, then move to the next.

Discussions related to sports programs should occur in the following order:

1. Coach(es)
2. Athletic Director
3. Principal

Discussions related to school issues with school personnel should occur in the following order:

1. Teacher
2. Principal
3. Pastor
4. Office of Catholic Schools

Please note that the parent groups (PTO and SAC) are not set up as grievance boards. If the question concerns a teacher, it is important that you meet with that person first. Many times issues can be resolved when both parties sit down and discuss the matter. It is always best to get the answer to your questions rather than interpret something inaccurately. Please remember that in situations where there is a difference of opinion, all parties are expected to treat each other with respect. This is especially important when your child is present.

Parents cannot expect the school to be effective in communicating Roman Catholic values if these values are not lived at home. Students lose respect for their school and the faculty when their parents speak adversely or negatively about the school and the parish community. Gossip destroys trust and often spreads lies. St. Bernadette parents and guardians are expected to shun gossip in all of its forms.

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its task more effectively. Any misunderstanding that arises should be presented to the teacher first, when it pertains to the class. If the situation is not resolved at this level, the teacher and parent should discuss the situation with the principal.

If a matter is not settled to the parent or guardians' satisfaction, the parent or guardian may institute a formal meeting with the Superintendent/or his designee, the Principal, and other school personnel involved. If the matter is still not resolved, the parent or guardian may institute a formal appeal. The Archdiocese of Denver has an Appeal Process that must be followed for such actions (Archdiocesan Policy # 1500). Please contact the Office of Catholic Schools for a copy of the Archdiocesan Appeal Process.

Archdiocesan Due Process (Archdiocesan Policy #2660)

Those who feel their rights or freedoms have been violated may seek access to the Archdiocesan Due Process. The Office of Catholic Schools, pastors, and principals have the responsibility of informing persons of their Archdiocesan appeal rights in appropriate situations. The Archdiocesan procedure for Due Process is outlined in Appendix I of the Administrators' Manual of Archdiocesan Policies, which is available for review in the school office.

Change of Address or Telephone

If at anytime during the school year there is a change of address or telephone number, please notify the school in writing. This is necessary to keep records and emergency contact information up-to-date.
Please inform the office, your child's teacher and room parent(s).

School Phone

Students may use the telephone for important and/or emergency situations as approved by staff. Students may not use the phone if the request would cause an inconvenience to someone else. Examples for which phone use will not be permitted are asking parents to bring forgotten homework, a forgotten lunch, and asking permission to go home with a friend and/or to go home in a different carpool.

Media Policy (Archdiocesan Policy #2350)

Before the use of name, likeness (whether in still, motion pictures, audio or video tape), photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Archdiocese of Denver or parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from parents. This permission will be kept on file for the school year. (See appendix for the Photographic and Interview Release.)

Community and Business Flyers

Flyers from local organizations and businesses may be sent home in student backpacks. The school reserves the right to judge whether the flyers are appropriate for our students. If flyers are judged inappropriate, these will be refused or discarded at school. The school does not endorse any business, vendor, or sales person and the flyers sent home should only be considered informational.

Controversial or Political Issues

A controversial issue is defined as a current problem or subject, which has publicly evoked opposing viewpoints on the part of the mass media or other communications or of any organized group. Catholic school administrators and teachers have the obligation of teaching and advocating Church doctrine, which is contained in the Catechism of the Catholic Church. Advocating a specific political stance, party affiliation, or political agenda is not to be exercised by faculty, students, or parents while in the school.

Parent Organizations and Involvement

Parent Teacher Organization

Every parent and teacher is a member of the ST. B Parent Teacher Organization (PTO). The PTO Board consists of parent volunteers and meets on the first Thursday of each month. Meetings are open, and parents are encouraged to attend.

The goal of the PTO is to identify, coordinate, and facilitate community resources, as well as continue to provide support to the school and parish through volunteer activities, social functions, and fundraisers. It is not a council or governing board, as Catholic schools are not managed in that manner. Issues of specific students, teachers, parents, or other staff members should be brought to the attention of the Principal and not at a PTO meeting.

*School Advisory Committee

The pastor and principal established the School Advisory Council (SAC) to assist them in the educational mission of the parish school. The focus of this group is to advise the administration in the following areas: Budget/Finance, Curriculum, Marketing/Planning, Public Relations, School Operations', and Technology.

The committee is advisory in nature and has no responsibility for developing academic programs or selecting instructional materials, for student discipline, for hiring or firing staff, or other matters of school administration. These areas are the responsibility of Administration, with the approval of the pastor.

Volunteer Positions

Volunteers have been a mainstay at St. Bernadette Catholic School. Parents are asked to volunteer their time and talent to assist the school staff and school community. We rely on parental help to make ST. B the vital, active, high achieving school that it is. It is asked that families volunteer at least 20 hours per school year (or 10 hours for single parents), however service hours are “on the honor system” and hours are not tracked. We have many capacities in which you can help, including: office help, teacher assistance, fundraising, landscape or building repair or maintenance, sports and other co-curricular activities. Please contact your child’s teacher, the school office, or the PTO Committee Chairperson/Coordinators listed in the student directory to see how you can help. In order to work directly with students, paperwork must be in the school office that validates that you have been through the Archdiocese “Safe Environment Training”.

Safe Environment Training

The Archdiocese of Denver requires that all persons working or volunteering in any fashion with students attend a session of their Safe Environment Awareness Training Program, and then register at www.virtusonline.org. This is a mandatory program to help keep our children safe. You can check www.archden.org/child-and-youth-protection for additional dates and locations. This class only needs to be completed one time. Please call Christopher Pond at (303) 715-3226 for questions or concerns.

All volunteers, parents, parishioners or other person wishing to assist with field trips, sports, curricular or co-curricular activities that involve contact with children must attend a “Safe Environment Training” (Virtus) session offered through the Archdiocese of Denver. A **signed** “Attendance Confirmed” printout of the training must be filed in the school office prior to assisting in any activity involving children.

Volunteer and Facility Use Requirements

In an effort to protect and safeguard all Catholic school students, the Archdiocese of Denver requires the completion of a background check and volunteer worker hold harmless agreement (forms found in the student handbook appendix) by:

- All persons who volunteer to assist with school or parish functions or events, especially those involving children; and
- All persons who use the parish or school facilities for functions, events, or meetings, especially those involving children.

If you have volunteered or plan to volunteer at the school or parish (i.e. drive on a class field trip or retreat, be a room parent, coach a team, assist with hot lunch, staff a school club, assist with fundraisers, assist with Confirmation classes, etc.), you must complete and sign the Volunteer Worker Hold Harmless Agreement and Authorization to Obtain Criminal Background Check forms. The Archdioceses of Denver requires that a background investigation be conducted as an added precautionary measure for all volunteers. The Volunteer Worker Hold Harmless Agreement must be completed each year; however, the background check needs to be completed only once every five years.

The Archdiocese of Denver also requires that all persons attend their Safe Environment Awareness Training Program, and then register at the virtusonline.org website (see details above).

In a nutshell, anything that either remotely or significantly involves working or being around the students or the use of the school or parish facilities requires the completion of the attached form.

If you do not complete the required forms and provide the requested documentation, you may not volunteer or assist with any school or parish functions or events, especially those involving students. Additionally, permission to use the school or parish facilities will also be denied.

Your cooperation and consideration are appreciated. If you have questions or concerns, please call Rose Mary Nelson at the Archdiocese of Denver at (303) 715-3150.

Fundraising

Our PTO fundraising is a line item in the school's operating budget. Budgeting in this manner allows our school to remain competitive in tuition fees while providing a stellar academic experience.

ST. B and the PTO greatly appreciate the parents and students who participate in each of the fundraisers. All of the monies raised go directly back to our school and toward your child's educational needs.

Fundraising Projects (Archdiocesan Policy No. 5040)

No organization may promote a fundraising project in the school's name without prior approval of the school principal and pastor.

Appendix

St. Bernadette Catholic School

School Policies Acceptance Pages

_____	_____
Parent's Printed Name	Date
_____	_____
Student Name	Grade
_____	_____
Student Name	Grade
_____	_____
Student Name	Grade

Student Handbook Receipt and Acceptance

Having been issued a copy of this handbook as a family with a student enrolled at St. Bernadette Catholic School for the _____ academic year, parents and students fully agree to abide by the policies, including Archdiocesan, stated herein. The Pastor, principal, or Office of Catholic Schools fully reserve the right to add, amend, change, or delete any of the policies contained in this handbook.

We have reviewed, understand, and agree to abide all of the school policies outlined in the ST. B Student Handbook.

_____	_____
Parent's Signature	Date
_____	_____
Student's Signature	Date
_____	_____
Student's Signature	Date
_____	_____
Student's Signature	Date

Internet/Network Use and Email Uses (see page 43 of the Parent & Student Handbook)

Student Agreement and Parent Permission

As a user of the computer network, I hereby agree to comply with the ST. B rules stated in the student handbook – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student's Signature

Date

Student's Signature

Date

Student's Signature

Date

Parent

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services, such as the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media. I have read, understand, and explained this policy to my child. I agree that my child shall comply with the terms of the policy. I understand that access is being provided to the student for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials, and understand my child's responsibility for abiding by the Policy.

Parent's Signature

Date

Uniform Dress Code (see page 48 of the Parent & Student Handbook)

All students are expected to wear their clean uniforms in a respectful and tidy manner, i.e. shirts and blouses tucked in, sweaters buttoned during mass, belts in place, etc.

We have reviewed, understand, and agree to abide by the ST. B Uniform Dress Code.

Parent's Signature

Date

Student's Signature

Date

Student's Signature

Date

Student's Signature

Date

Photographic and Interview Release

I hereby grant consent to use and release to the Catholic Archdiocese of Denver and St. Bernadette Catholic Church and School the use of my name and likeness, whether in still, motion pictures, audio, and video tape; my photograph and/or reproductions of me including my voice (which includes commentary, remarks, and /or recordings): my features, with or without my name, for any promotional purposes involving the Archdiocese or St. Bernadette Catholic Church and School, for news and/or feature stories in the Catholic Register or other media (which includes internet, print, radio, television) or for other purposes whatsoever, except for the endorsement of any commercial products. These items may be used without limitation or reservation of any fee.

Minors cannot consent to media interviews or waive their privacy right. These decisions must be made by parents/guardians; therefore, this release form must be signed by parents/guardians when the individual is a minor.

Parent's Signature

Date

Authorization to Obtain Criminal Background Check

The Archdiocese requires St. Bernadette Catholic School to run a background check on each staff member and volunteer every 5 years. If you have not completed this form within the past two years, please fill it out and we will only submit those that are within the 5-year parameter.

I hereby authorize the St. Bernadette Catholic Church and/or School to obtain a criminal background check for the purposes of evaluating suitability for various volunteer works. If you have resided in Colorado for less than seven years, please provide driver's license information for the state of Colorado and previous state(s) of residence for the last ten years.

Signature

Date

Full Name (please print)

Date of Birth

Any Other Name(s) Previously Used

Social Security Number

Colorado Drivers License Number

Years Resided in Colorado

Current Address

City / State / Zip

If residing in Colorado for less than seven years, please provide information for past residences.

Address

City / State / Zip

Authorization to Administer Medication To be Completed by Parent or Guardian

Parents or guardians are requested to be present to administer any necessary medication to their children whenever possible. Except as provided below, no medication, including pain reliever (aspirin/Tylenol/Motrin), cough and cold medication, decongestants, or other over-the-counter or prescription medications shall be administered by any school employee.

If a parent or guardian of the child is unable to be present to administer any necessary medication, only an on-duty school employee may administer the medication. A school employee may only administer medication pursuant to this Authorization.

Written instructions from the child's physician must be provided, and must state the following:

1. The child's name;
2. The name of the medication;
3. The proper dosage of the medication;
4. The purpose of the medication;
5. The time of day/circumstances in which the medication is to be administered;
6. The anticipated number of days the medication must be administered;
7. Any possible side effects of the medication.

Any medication must be brought in a container appropriately labeled by a pharmacy or the child's physician.

If a child has a condition that might require medication on an emergency basis (e.g., in the case of a child's allergic reaction, asthma attack, etc.), the child's parent or legal guardian must provide all necessary information and training or instruction to the designated school employee(s) who might be responsible for administering such medication or carrying out such medical procedures.

I certify that the above conditions have been met in their entirety.

I hereby authorize any on-duty school employee to administer medication to my child according to the written instructions of the child's physician.

I RELEASE THE ARCHDIOCESE OF DENVER AND ANY SCHOOL EMPLOYEE FROM LIABILITY FOR ANY ADVERSE REACTION SUFFERED BY MY CHILD AS A RESULT OF THE ADMINISTRATION OF MEDICATION TO MY CHILD IN ACCORDANCE WITH THE WRITTEN INSTRUCTION OF THE CHILD'S PHYSICIAN. I AGREE TO INDEMNIFY THE ARCHDIOCESE OF DENVER AND ANY SCHOOL EMPLOYEE FOR ANY MEDICAL EXPENSES, LEGAL EXPENSES, OR LIABILITY RELATED TO ANY ADVERSE REACTION SUFFERED BY MY CHILD AS A RESULT OF THE ADMINISTRATION OF MEDICATION TO MY CHILD IN ACCORDANCE WITH THE WRITTEN INSTRUCTION OF THE CHILD'S PHYSICIAN.

I have carefully read this Authorization to Administer Medication, and I understand and agree to each of the covenants and conditions set forth above. This Authorization to Administer Medication is effective for _____(state the relevant time period, such as one day or one week, up to one year for chronic conditions), unless earlier revoked.

Dated this _____ day of, _____

Parent or Guardian

Child's Name and Birth Date: _____

Name/Address/Telephone of parent(s) or guardian(s):

General Health Appraisal Form

Parent: *Please complete*

Child's Name: _____ Birthdate: _____

Allergies: None Describe: _____

Type of Reaction: _____

Diet: Breast Fed Formula: _____ Age Appropriate

Special Diet: _____

Preventive creams/ointments/sunscreen may be applied as requested in writing by parent, unless skin is broken or bleeding.

Sleep: Your health care provider recommends all infants less than 1 year of age be placed on their back for sleep.

I, _____ give consent for my child's health provider, school or camp personnel to discuss my child's health concerns. My child's health provider may fax this form (and applicable attachments) to my child's childcare provider, school, or camp. FAX Number: _____

Parent or Legal Guardian Signature Date: _____
Authorization expires 365 days after this date

Health Care Provider: *Please complete after parent section has been completed*

Date of Last Exam: _____ Recent Weight: _____ **HCT: _____ ** B/P: _____ **Lead Level: _____

Physical Exam: Normal Abnormal (*see explanation of significant health concerns:*)

Significant Health Concerns: None Reactive Airways Disease Seizures Diabetes Developmental Delays

Vision Hearing Hospitalizations Severe Allergies Other (*dental, nutrition, behavior, etc.*) _____

Explain above concerns (if necessary, include instructions to childcare providers): _____

Current Medications/Special Diet: None Describe: _____

(Separate medication authorization form required for medications given in Child Care)

Fever reducer or pain reliever (*mark only one product: max. 3 consecutive days without additional medical authorization*)

Acetaminophen (Tylenol®) may be given for pain or fever over 102° every 4 hours as needed:

Dose _____ See attached Dosage Schedule from our office

OR

Ibuprofen (Motrin®, Advil®) may be given for pain or fever over 102° every 6 hours as needed:

Dose _____ See attached Dosage Schedule from our office

Immunizations: Up-to-date See attached immunization record Administered today: _____

Signature:

Next Well Visit: Per AAP Guidelines* or Age: _____

This child is healthy and may participate in all routine activities, sports, camps, and child care. Any concerns or exceptions are identified on this form.

Signature of Health Care Provider (certifying form was reviewed) Date

Office Stamp: Or write Name, Address, Phone Number

The Colorado Chapter of the American Academy of Pediatrics (AAP), Healthy Child Care Colorado, and Headstart have approved this form 04/04.

Pre-School and Pre-Kindergarten Philosophy, Policies, and Procedures Acceptance Page

Student Name _____

Date of Birth _____

We have received the Philosophy, Policies, and Procedures handout for the Pre-School and Pre-Kindergarten for the _____ school year and agree to abide by the rules and regulations set forth within. Please sign, date, and return this form to the school office prior to the beginning of the current school year.

Parent/Legal Guardian Signature

Date

CHILD’S STATEMENT OF HEALTH STATUS FOR ENROLLMENT IN A CHILDCARE FACILITY (PK ONLY)

The childcare facility must obtain for every child who enrolls in childcare programs a signed and dated statement of the child’s current health status, which indicates the child’s abilities and/or limitations to participate in a regularly-scheduled care program. This report is to be filled out by a licensed physician or other health care professional that has seen the child in the last twelve months.

Name of Facility _____ Type of Facility _____

Child’s Name _____ Sex _____ Date of Birth _____

Address _____

Past Illnesses – check those the child has had and give approximate dates:

Chicken Pox _____	Rubeola _____	Rubella _____
Rheumatic Fever _____	Asthma _____	Hay Fever _____
Diabetes _____	Mumps _____	Epilepsy _____
Whooping Cough _____	Poliomyelitis _____	Other _____

Comments: _____

Surgery/Accidents/Illnesses/Chronic Health Problems: _____

Describe any physical condition requiring the facility’s special attention: _____

Medications prescribed: _____

Allergies: _____

Prescribed routine for allergies: _____

If tuberculin tests given: Date _____ Result _____

If chest x-ray taken: Date _____ Result _____

Vision: _____

Please record immunizations and dates administered on the Colorado Department of Health Certificate of Immunization and attach to this form.

Date of my most recent examination of the child: _____

Signature of licensed Physician or other Health Care Professional _____ Date _____

Name of Physician or Health Care Professional (please print) _____ Date _____

Address, City, State, Zip _____ Telephone Number _____

CHILD ABUSE REPORTING

Under the “Child Protection Act of 1987” (C.R.S. 19-3-301) in the Colorado Children’s Code, child care center workers are required to report suspected child abuse or neglect. The law at 19-3-304 states that if a child care worker has “reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency.”

“Abuse” or “child abuse or neglect” means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling, or death; any case in which a child is subjected to sexual assault or molestations, sexual exploitation, or prostitution; any case in which a child is in need of services because the child’s parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

If at any time a staff member reasonably suspects child abuse, it is the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county department of social services at 303-866-5948 or human services at 720-944-3000 or the police department. It is not the staff’s role to investigate suspected abuse, only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting agency.

A child care worker who fails to report suspected child abuse or neglect commits a class three misdemeanor and will be punished as provided in section 18-1-106, C.R.S. The staff person could also be liable for damages “proximately caused thereby.”

I have read and understand the above requirements concerning my responsibility regarding child abuse reporting.

Signature _____ Date _____

Student’s Name (print) _____

***Denotes Change**
Last Edited /8/10