Saint Bernard School
2017-2018
Parent/Student
Handbook

"…be careful always to choose the right course;
be brave under trials;
make the preaching of the Good News your life's work,
in thorough going service "
2 Timothy 4 vs. 3-5

CHOOSE CATHOLIC SCHOOLS

....The "Good News" in Education

....Light the Way

....Celebrate Service

...Dividends for Life

Revised 9/2017

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PRINCIPAL'S INTRODUCTION

"This is what God asks of you...only this: to act justly, to love tenderly, to walk humbly with your God." Micah 6:8

Parents are the primary educators of their children. The goal of St. Bernard School is to assist parents in the intellectual, spiritual, emotional, social and physical development of each student. Only in the unique setting of the Catholic school can children experience learning and living fully integrated in the light of faith. The success of our school program depends on mutual respect and cooperation between teachers, parents, students, and administration. Together, we truly are "the good news in education."

This handbook is designed to communicate the policies and procedures of our school. Everyone involved in St. Bernard School shares the desire to make it a community of faith.

Saint Bernard School – Mission Statement

Saint Bernard School will support our families in the total education and faith formation of their children. Our school will be recognized as a Catholic school leader through the collaborative efforts of our administration, faculty, and parents working together. We strive to challenge our students and teach as Jesus did by providing spiritual, social, and service opportunities. Through a comprehensive and rigorous academic curriculum, we will challenge our students to become well-rounded, life-long learners.

Saint Bernard School - Belief Statements

1. We believe that an effective Catholic education develops the whole person spiritually, intellectually, emotionally, socially and physically.

2. We believe in the importance of instilling a value system consistent with the Catholic faith that will enable a child's moral development.

3. We believe that self-discipline is fundamental to the development of the child.

4. We believe that St. Bernard School is a Catholic community dedicated to serving others as Jesus did.

5. We believe in a school program that depends on mutual respect and cooperation between teachers, parents, students, and administration so that children will experience the love of Christ within a Catholic environment.

6. We believe in the need for a strong academic program that helps children increase their ability to achieve their fullest potential.

7. We believe in the spiritual needs of the students by building on the foundation set by the family and sharing with families the responsibility of reinforcing the Gospel message.

8. We believe in providing students the opportunity to interact in a Catholic community, to build trusting relationships, and to witness through worship and service the Christian message as core to our Catholic identity.

MIDDLE STATES ACCREDITATION

The Middle States Association of Colleges and Schools accredits St. Bernard School. Middle States Accreditation is an expression of confidence in St. Bernard School's mission, goals and objectives, performance and resources, and validates publicly the excellence in education.

The Middle States Evaluation is an ongoing process requiring the submission of updated plans every three years. After seven years the school is re-evaluated for continued accreditation. We were reaccredited in **2010**.

INSTRUCTIONAL PROGRAM

CURRICULUM GUIDELINES

St. Bernard School offers a strong traditional curriculum which is well - rounded and which challenges each student to fully develop his/her talents.

Within the curriculum of instruction, an appreciation of the Arts is fostered, in an effort to awaken interest in, and develop an awareness of the gift of life found in music, drama, painting, song, and creativity. Greater awareness of the world of humanity is brought about through exploration in the field of Social Studies. The wonder of nature and the gifts of the environment, and our responsibility toward it as God's creatures of the earth, are studied in the Natural Sciences.

Religious education is the center of the Catholic School System. The emphasis is placed on Christian living and the life of Jesus. By creating a Christ-centered atmosphere and stressing Christian values in the classroom as well as throughout the entire school environment, we make a conscious effort to integrate religion into the life of each student.

A formal religion program is taught in all the homerooms. Characteristics of the curriculum are lessons containing a balance of doctrinal content, scriptural understanding, faith formation and prayer, and worship experiences. A variety of materials and resources are employed to foster both spiritual growth and moral development.

Faith experiences are an integral part of the child's religious experience. These are provided through opportunities for weekly Mass, Reconciliation, Stations of the Cross, classroom prayer, and service to others. Community is at the heart of Catholic Education not simply as a concept to be learned, but as a reality to be lived.

The Director of Religious Education works with the teachers in the religious development and sacramental preparation of the students. Parent Preparation Programs for Reconciliation, Eucharist and Confirmation are held during the year. These are parish programs and involve all eligible children/parents of the congregation.

Our belief in Jesus has drawn us to this community. Our beliefs are expressed in and strengthened by daily communal prayer. It is hoped that as we meet and pray together as a school community students will take more responsibility for their prayer and develop skills and a taste for the Church's daily worship. Our focus on prayer includes a prayer service each morning with simple prayers for lunch time and the end of the day.

An introduction each morning briefly sketches the saint or feast of the day of some aspect of the liturgical season. Attention is also given to the natural seasons, to important events in other religions, to the anniversaries of prophets and peacemakers of our time, and to civil holidays that have significance for children. Students participate each day through recitation of the Psalm of the month, use of the Our Father to close each morning prayer service and through song and gesture, as well as the Pledge of Allegiance.

All textbooks have been selected from an approved list of recommended texts determined by the diocese.

HONOR ROLL

Students in grades 7 and 8 are eligible for Honor Roll at the end of each report card period. Beginning with the first nine weeks of school, Saint Bernard School 7th and 8th grade students may attain HONORS, HIGH HONORS, or HIGHEST HONORS. The criteria for the 'Honor Roll' are listed below:

Highest Honors: All A's and/or All A's and one (1) B in all subject areas

High Honors: All A's and B's in all academic and special area subjects with the number of A's greater than or equal to the number of B's in number and weight in academic and special area subjects.

Honors: The student must have a 'B' average in academic and special area subjects.

In addition, students eligible for the 'Honor Roll' may not have any Level 2 or higher Conduct Reports (CR's) during the nine week grading period. Students may also not have any D's or E's in any subject area on the report card.

Honorable Mention

Sixth graders are eligible for 'Honorable Mention' each quarter. The criteria for this includes:

- The student must have all A's and B's on their report card.

No level 2 or higher Conduct Reports (CR's) during the nine week grading period.

REPORT CARDS

Report Cards are available to the parents electronically through Option C four times a year in November, January, April, and June, each at the end of a nine week period. The interpretation of achievements depends on the teacher's evaluation, the child's effort in developing his/her capabilities, and the child's growth and development in the knowledge of the subject matter.

Parents are encouraged to view their child's progress through Option C at mid-quarter. This lets parents know before conference or report card time how the child is progressing.

A less than mark on the child's report card indicates needs improvement. Greater effort should naturally result in greater accomplishment.

Progress Report Code

Primary - Grades 1, 2 and 3
A - Advanced Performance
B - Proficient Performance
C - Basic Performance
D - Below Basic Performance

Intermediate - Grades 4,5 and 6 and **Upper Elementary -** Grades 7 & 8

A - 93 –100	D - 70 - 74
B - 85 – 92	E - Below 70
C - 75 - 84	

Students who receive 2 or more E's in a specific subject may be required to attend summer school. Parents will be notified no later than mid May.

PROMOTIONS AND RETENTION

Promotions and retention are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are: a) indifference or lack of effort in the part of a capable student, b) physical or social immaturity, and c) frequent or long absences. Retention is usually considered as a more positive alternative during the first and second grades.

Parents can assume their child will be promoted unless the alternative or retention has been discussed during the school year. Parents will be involved in any retention decision.

DAILY STUDENT WORK

Student's written work should reflect the care with which it was done. Respect for self and others must be evident in daily assignments. Therefore the following guidelines are to be used:

1. Students in grades K-4 will use pencil for all work.
2. Black pen is to be used by students in grades 5-8.
3. Pencil is used in math in all grades.
4. Students in the 2nd semester of grade 2 begin formal instruction in cursive handwriting.

Headings are expected to be used as stated by individual teachers.

STUDY SKILLS
Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

SUBJECT AREAS

LIBRARY
Quiet must be observed in the library at all times. The students from all levels are permitted and encouraged to borrow books. The students are also given assignments that would create a need for using the library and its reference and research materials as tools in learning. Each student is responsible for all the books taken out under his/her name.

Participation in the "Birthday Book Club" plan enable parents to purchase a book for our school library in honor of their child's birthday. A book plate is inserted in the book designating the family name along with the student's name, class and year. Many wonderful books have been received through this project and the children (especially their siblings) enjoy knowing that the book was their donation. Contact the librarian for more details.

PHYSICAL EDUCATION PROGRAM
Children participate in physical education classes once a week. The children must wear gym uniform to school. In the spring, the physical education teacher sponsors a Field Day for the entire school. The students are divided into teams and they compete throughout the day in various events. Field Day ribbons are awarded at the end of the day.

TESTING PROGRAM

ACHIEVEMENT TESTS
Students in levels K - 8 are given the Terra Nova standardized tests in the spring. The results are shared with the parents at the May conference.

If a student exhibits symptoms of a learning disability or serious problems of an emotional nature, or is not achieving for unknown reason, the principal along with the Student Assistance Program Team (SAP) recommend the student have a behavioral health evaluation completed by the local school district of the child.

ACCELERATED READER
Reading practice is essential to building a foundation for academic success. We use the Accelerated Reader Enterprise by Renaissance Learning to motivate students to continue their reading practice as a component of the Language Arts curriculum.

Our first through eighth grade students use Accelerated Reader to check their comprehension skills by taking quizzes after reading books which are part of the AR program. If a book exists on the AR Book Finder website (www.arbookfind.com), the student will be able to take a quiz on the school computers. Students take tests, accumulating points, and earning certificates as part of their grade.

All Accelerated Reader Books are listed by Title and Reading Level. Books checked out from the school library each have a reading level and point value assigned to them. Books can also be read from own your home library, or can be checked out from any public library.

Parents can monitor their child’s progress by accessing the Dashboard using a login name and password given at the beginning of the school year.

AUXILIARY SERVICES

SUPPORT SERVICES (Allegheny Intermediate Unit and Title I) – GUIDANCE COUNSELOR; REMEDIAL READING/MATH TEACHER; SPEECH & LANGUAGE THERAPIST

A speech and language therapist and remedial reading/math teacher visits the school two or three days per week. Students who are referred by their teachers and qualify may work with these teachers on a regular basis. If a parent feels their child may need help in an area they should contact their child's teacher to see about an evaluation from the speech therapist or remedial reading/math teacher. A school counselor is also in the building one day a week and works with students with parent permission on school related concerns.

DEVELOPMENTAL GUIDANCE PROGREM

At Saint Bernard School, we value the social and emotional development of your child as much as their academic growth and success. Throughout the school year, counselors from the Allegheny Intermediate Unit will be visiting classrooms to present lessons on topics including character education, conflict resolution, anger management, feelings, social skills, etc. The topics and grade levels chosen will be based on the needs of the building by the administrator and counselor. If you have any questions, please feel free to contact your building administrator or guidance counselor.

PRACTICAL ARTS PROGRAM

Mt. Lebanon students in 8th grade are given the opportunity to participate in the practical arts program at Mt. Lebanon. This is scheduled at the beginning of the school day. Transportation is provided by parents.

CURRICULAR RELATED

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Student attendance is a requirement, not an option. Special attention to etiquette and good Christian citizenship is expected of all students.

FIELD TRIPS

Field trips may be taken to enrich the student's learning. Written permission of the parents must be obtained prior to the activity. The Parent-Teacher Guild of St. Bernard School provides assistance with buses for field trips. Parents are informed of the other costs of the trip, if any. It is the policy of the school that at least two chaperones accompany the teacher on the trip. Children who do not attend the field trip are expected to attend school. Student dress for field trips will be determined by the nature of the trip.

HOMEWORK

The objective of homework is to develop habits and techniques of independent, useful study. It is an integral part of the learning process, since home assignments supplement the daily work of the classroom. The amount of time spent on homework should be proportionate to the age and grade level of the child. The recommended time allotment for homework follows:

Primary Department (Levels 1, 2, and 3) …….. 20 to 30 minutes
(includes flash card drill and oral reading)
Intermediate Department (Levels 4 and 5) ……. 30 to 60 minutes
Upper Elementary Department (Levels 6, 7 and 8) ……. 60 to 120 minutes

Too much homework defeats its purpose. If a student is unable to do or complete an assignment, encourage him/her to discuss the matter with the teacher. The teacher should make his/her goals and expectations clear to both parents and students.

Parents play an important part in their child's home study. They should:

1. Cooperate with the school in making homework effective by providing suitable conditions, such as work space, light, and supplies.
2. Encourage the child but avoid undue pressure.
3. Question what the child is studying. Can he/she give you in some detail a summary of the topic?
4. Check and review the homework. This is a positive way to keep abreast of what is being taught.

There are very few if any study periods in the student's day at St. Bernard. Some students work more rapidly than others and may therefore complete more class/homework.

Incomplete work forms will be issued to students failing to complete homework assignment. Repeated infractions of the homework policy will result in demerits/detention and/or will affect the student's grade.

6th, 7th, and 8th Grade Homework Policy

1. If we are given at least one week advanced notice of an excused absence we will do our best to provide you with the work you will miss while you are away. We will give you the work by the last school day before you leave with the expectation that the work will be completed prior to your return.
2. Each teacher will deduct points for late assignments (it is up to the teacher how much will be deducted).
3. Assignments will not be accepted one week past their due date.
4. Projects that are turned in late will be graded as follows:
   1 day late = highest grade you may receive is a B
   2 days late = highest grade you may receive is a C
   3 days late = highest grade you may receive is a D
   4 + days late = highest grade received will be 50%
5. Homework is to be completed at home. If you are struggling on an assignment you should still try! Call a friend, ask a sibling or a parent for help, or ask to speak with the teacher during homeroom the next day. Do not leave questions blank.

DAILY PRACTICES

HOURS

Office Hours: 7:30 A.M. – 3:30 P.M.
School Hours: 8:00 A.M. – 2:50 P.M.
Kindergarten Hours:
A.M. 8:00 A.M. – 12:00 noon
All Day 8:00 A.M. – 2:50 P.M.

Preschool Hours:
A.M. 8:30 A.M. - 11:00 P.M.
PM 11:50 A.M. – 2:20 P.M.
All Day – 4-Year 8:30 A.M. – 2:50 P.M.

The school day officially begins in levels K-8 at 8:15 A.M. Students are encouraged to arrive between 8:00 and 8:15 A.M. Students arriving after 8:15 a.m. will be marked tardy.
STUDENTS ARE EXPECTED TO BE ON TIME EVERY DAY FOR THE START OF ANNOUNCEMENTS AND PRAYERS AT 8:15 A.M.

School is dismissed periodically at 11:30 A.M. for faculty meetings. Please consult your monthly calendar.

A.M. preschool classes are dismissed at 11:00 A.M. and morning kindergarten classes are dismissed at 12:00 P.M. (noon). Preschool classes are dismissed at 2:20P.M. Levels 1-8 are dismissed between 2:50 and 3:00 P.M., along with the full-day kindergarten and all day 4-year preschool children. Older students MUST watch out for the younger ones on the steps leading to the parking lot.

LOST AND FOUND

All items for the child's use (INCLUDING CLOTHING) should be marked with his/ her name. Anyone who has lost an article should check the Lost and Found Box in the first floor hallway. Unclaimed articles will periodically be given to the St. Vincent de Paul Society.

ADMISSIONS/REGISTRATION POLICIES

Birth and baptismal certificates must be presented at the student's initial enrollment.
Verification of these documents is noted on the student's permanent record card.

The following are the immunization requirements for St. Bernard's School:

	Diphtheria Tetanus (one dose on or after 4th birthday)	*Polio* Oral or Injected	*Measles* (one dose on or after 1st birthday)	*Mumps* (one dose on or after 1st birthday)	*Rubella* (one dose on or after 1st birthday)	*Hepatitis B* (3 doses properly spaced)	*Chicken Pox* **Proof of Immunity
Students entering school for first time (K of first grade)	4 doses	3 doses	2 doses	1 dose	1 dose	3 doses	**Proof of Immunity
Students entering Grade 7	3 doses	3 doses	2 doses	1 dose	1 dose	3 doses	**Proof of Immunity
Students presently enrolled in school	3 doses	3 doses	2 doses	1 dose	1 dose	----------	----------

Varicella (chicken pox) immunity may be proven in ONE of the following ways:
**** 1 dose of varicella vaccine given on or after first birthday.**
**** 2 doses of varicella vaccine, properly spaced, for students 13 years of age or older.**
**** History of having had chicken pox (written statement of date or age of having had the disease).**
**** Laboratory testing results.**
Parents must show proof of immunizations before admission to school.

Children who are five by August 31 may be admitted to kindergarten in August unless there is adequate reason for non-acceptance. Kindergarten children are tested in March to determine their readiness for first grade.

The administration of the school with the School Advisory Committee will determine the maximum class size. Diocesan regulations state that class size may not exceed 35.

New admissions are permitted only at the beginning of semesters except for families moving into the community or for grave reason. The principals from St. Bernard and from the transferring school must agree that the reasons for transfer are in the best interest of the child. Parents of children leaving St. Bernard are asked to notify the principal one week in advance. The name and address of the new school is required so that a transfer may be sent in due time. Parents will be asked to sign a release form for the transfer of records to the new school.

PRESCHOOL/KINDERGARTEN PROGRAM

Registration for Kindergarten and Preschool is held at the end of January during Catholic Schools Week.

Days:	Kindergarten	---	Monday through Friday
	4 Preschool	---	Monday, Wednesday, and Friday or Monday through Friday
	3 Preschool	---	Tuesday and Thursday

Hours:	K (A.M.)	---8:00 A.M. until 12:00 P.M.
	3P & 4P(A.M.)	---8:30 A.M until 11:00 A.M.
	3P (A.M.)	---11:50A.M. until 2:20 P.M.
	4P (all day)	---8:30 A.M. until 2:50P.M.

Entrance Requirements:

Kindergarten - Children must be 5 years old by August 31 (or District of Residence Date)
4 Preschool - Children must be 4 years old by August 31
3 Preschool - Children must be 3 years old by August 31
Immunization records must be provided by the first day of school.
Children must be toilet trained.

	Preference for registration is given to children from families who are members of St. Bernard Parish. Copies of birth and baptismal records must be brought to registration.
Tuition:	Rates for the next school year will be set in March.
Fees:	A **non**-refundable registration fee of $100.00 is required.

MEMORANDUM OF UNDERSTANDING
The diocesan Memorandum of Understanding must be signed for your child to attend our school!

ATTENDANCE

ABSENCES
Students should be regular in attendance because attendance has a vital bearing on educational progress. In case of illness, PARENTS SHOULD CALL THE SCHOOL OFFICE (412-341-5444) between 7:30 and 9:00 a.m. on the first day of the child's absence. If a parent forgets to call, the school will call the home to confirm the reason for the student's absence. A note to the homeroom teacher from the family stating the date of and reason for the absence **must** be presented upon return to class and signed by a parent. Excused absences include illness, death in the family, and medical or dental appointments.
Vacations taken during school time are discouraged. If unavoidable, they must be cleared in advance with the principal by completing the 'Planned Absence Excuse Form'. All trips taken should be educational in purpose.

In the case of early dismissal, a note is to be sent to the child's teacher. Parents should make every effort to send in a note and not call the school office for early dismissals. FOR THE SAFETY OF THE CHILDREN, parents must come into the school office to meet the child and sign them out. No student is permitted to leave the building without his or her parent or other authorized adult. The principal may recommend dismissal of any pupil showing symptoms of an illness or an injury. Parents MUST list an emergency phone number with the office.

Students have the responsibility of making up work missed during an excused absence. Normally, books and assignments can be sent home via classmates or communicated over the telephone. Homework may be picked up after school if the teacher is notified at the beginning of the day. This allows the teacher time to prepare the assignments. Upon return from extended absence, students will be given a minimum 3 days to complete any work missed. Work requested by student or parent during student absence must be completed upon return of that student to school.

TARDINESS
Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 8:15A.M. is considered tardy.

DAILY SCHEDULE

ANNOUNCEMENTS
Announcements are made in the morning and afternoon to the entire school. All announcements must be received in written form. Morning announcements must be turned in by 7:45 A.M. and afternoon announcements by 2:15 P.M. in the school office.

PRAYER
Daily scheduled Morning Prayer at the beginning and ending of each class may be spontaneous or formal as determined by the teacher. The morning service will include the information about the celebration of the day, a reading appropriate to the day, pledge of allegiance, and possibly a patriotic song.

ARRIVAL AND DISMISSAL

Students **should not** arrive before 8:00 a.m. unless taking a district bus. Please carefully review our "Traffic/Student Pedestrian" Policy located in this handbook.

Car riders will be dismissed at 2:50 p.m. Students should be picked up and leave for home no later than 3:00 p.m. unless involved in an after school activity. Again, please follow correct parking lot procedure as outlined.

Parents must notify the school office if a child will be late (after 8:15 a.m.) in the morning. Students arriving after 10:00 a.m. will be marked half-day absent a.m. and students leaving before 1:00 p.m. will be marked absent half-day absent p.m.

DISMISSAL (and EARLY DISMISSALS/CHANGE OF TRANSPORTATION)
Parents are asked to **PROMPTLY** pick up their children at dismissal time (2:50 on regular school days; 11:30 A.M. on early days.) This is NOT time for playground activities. Students are to dismiss from school quietly. For the safety of the children, parents are asked to follow traffic patterns. (See Traffic)

Students having an early dismissal/or change of transportation for the day, should bring a detailed note to school in the morning. Please take care of these matters in advance and send a detailed note in with your child. In emergencies, the school can be called before 2:00 p.m. to ensure that the information/change will reach your child.

CAFETERIA
(Bryson)
Due to time and space constraints, children may not go home for lunch, and parents are asked not to join their child for lunch unless arrangements have been made with the school office. A hot lunch program consisting of well-balanced meals is provided daily. Lunches may not be brought in from restaurants. Lunch money is collected in the homerooms in the morning, and a daily lunch count is taken at that time.

The lunch schedule is as follows:

LUNCH/RECESS

11:05 – 11:45	Pre-K, 1, 2, 3,
11:45 – 12:25	4, 5, 6, 7, 8
11:30-12:25	K

If a child forgets his/her lunch bag or money for milk or hot lunch, it may be brought to the school office. It is not to be taken directly to the child's room. The lunch bag or box should be marked with the child's name and room number.

Parents whose income falls within the government guidelines may apply for free or reduced price meals. This information is available in the school office.

The lunch hour should be a pleasant and relaxing time for all. Therefore, these rules of etiquette are to be observed:

- Students are not to save places in line or at tables.
- No loud talking while waiting in line or while eating.
- Students are expected NOT TO WASTE FOOD.
- Students are not required to take every item on the day's menu.
- Students are expected to deposit bags, wrappers, milk cartons and debris in the waste containers and to take trays to the dishroom.
- Food must NOT be taken from the cafeteria.
- Eating is permitted ONLY in the cafeteria.
- Before leaving the cafeteria, students are to be certain the tables and floor are cleared. Chairs are to put in place, all trash disposed of and the child's place at the table wiped clean.
- Students not obeying the cafeteria rules will lose recess time.
- Parents who would like to help serve lunch are most welcome to do so.

PLAYGROUND/RECESS

All children from levels K(all day)-8 participate in outdoor recess. Recess, as part of the entire school program, is essential to the physical, social, and mental well-being of the child. A faculty member supervises the children at recess time (see LUNCH for the student's recess schedule.) A recruitment program is in progress to encourage parental participation on the playground.

Playground equipment is available. It is important for each child to be responsible for taking care of the classroom playground equipment so that none of it gets lost. Any item lost due to carelessness must be paid for by the individual or by the group responsible.

Students who bring their own football, etc., from home MUST have their family name on it. Only "Nerf" brand equipment is recommended. NO hard balls or bats are allowed during recess time. The playground **must be free** of all vehicles during the school day.

Students MUST behave themselves with respect for themselves and the well-being of all. To ensure this end, the following playground (parking lot) safety rules are enforced:

1. "Rough housing" is not permitted. This includes any pushing, shoving, pulling of clothing, taking of hats, tackle football, "take-away" and playing in or with piles of snow.
2. Foul language will NOT be tolerated.
3. Disrespectful attitudes toward any students or teacher will NOT be tolerated.
4. Rules of fair play MUST be followed at all times in all playground games.
5. Food, gum and drinks are NOT allowed on the playground.
6. Students may NOT re-enter the school building during recess unless injured or authorized by a teacher.
7. Students may not leave the designated play area.
8. Students may not leave the school ground without the permission of the principal.
9. Classes are to enter the building quietly and orderly.

Students who do not respond to a verbal warning will be subject to the discipline policy of the playground supervisor.

Children remain indoors during inclement weather. Quiet activities at their desks are permitted. Coloring books are recommended for the primary levels. Patrols in the hallways are to be respected at ALL times.

The playground is NOT supervised after school and students are expected to leave for home immediately after dismissal.

EMERGENCIES

EMERGENCY CONTACT INFORMATION

Change of Address/Telephone

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. This also applies to emergency names and telephone numbers.

EMERGENCY INFORMATION

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) names(s)
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of friend or relative.
5. Medical alert information.

EMERGENCY CLOSING AND SCHOOL DELAY INFORMATION

Especially when winter approaches, please be aware of the following school policies:

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. School will not be canceled unless a significant safety risk has been created by unusual circumstances. Every

practical means is used to notify parents of a cancellation, including TV, internet, and Option C. In the unusual circumstance, where school must be canceled during the school day, teachers will determine that all students have satisfactory transportation and supervision to their home before releasing them from school.

SCHOOL CLOSINGS AND DELAYS

If inclement weather or some other emergency requires that the school be delayed or closed, this information will be announced on the TV stations noted below. Because of the number of public districts represented in our school, it is important that you listen for an announcement that identifies your public school district. **PLEASE DO NOT CALL THE SCHOOL OR RECTORY FOR THIS INFORMATION.**

The following procedures will be adhered to regarding poor weather conditions:

1. If all school districts cancel school, *Saint Bernard School* is **automatically closed** for **all** students. If Mount Lebanon cancels school, *Saint Bernard School* may or may not still be in session depending upon the parish plant condition. Please watch for "*Saint Bernard School*" to be listed as closed or delayed.
2. If the district that provides your transportation has canceled school, but *Saint Bernard School* has not canceled school, parents are encouraged to provide transportation **to** and **from** school for that day for *Saint Bernard School* students. Please use your best safe judgment of the road conditions.
3. Delays due to weather are dependent upon the school district in which the student lives. If all districts are delayed, then *Saint Bernard School* will also be delayed. For example: if Keystone Oaks has a delay, then **only** those students who are bussed by Keystone Oaks have a delay.
4. Do not call the school or rectory for information. Listen to the radio station specified by your school district and look for your school district first then *Saint Bernard School*.
5. You should receive a call from the school Option C Parent Alert System. This is a great use of technology but is not perfect. Consider checking the school website – www.stbschool.net too!

KINDERGARTEN/PRE-SCHOOL SCHEDULE

- In the event of a two-hour delay, which will be announced **typically when every district** bussing children to *Saint Bernard School* has called a delay, all children should report to school at 10:00 A.M. Following is the modified schedule for pre-school & kindergarten.

  Preschool & Kindergarten Schedule:
  A.M. Kindergarten 10:00-12:00 – (same dismissal time)
  4-Year Preschool (A.M.) & 3-Year Preschool (A.M.) – 10:00-11:30 A.M.
  3-Year Preschool (P.M.) – 12:30-2:20 P.M.
  4-Year Preschool (All Day) – 10:00-2:20 P.M.
  All Day Kindergarten – 10:00-2:50 P.M. – (same as 1st – 8th grades)

Additionally

- If Saint Bernard School is not delayed the teachers will be present at the usual time.
- If Saint Bernard School is delayed, the teachers are delayed too. If you are driving your children to school on a two-hour delay day, **please** do not arrive before 10:00A.M.

T.V. and Internet Contacts

The cancellation of classes due to inclement weather will be announced on TV stations and websites as follows:

School Website: www.stbschool.net
WTAE --T.V. and website
KDKA --T.V. and website
WPXI --T.V. and website
Mount Lebanon Access Channel

The announcement will SPECIFICALLY state, "St. Bernard School." We will USUALLY follow Mt. Lebanon School District. Announcement may appear on one or more of the venues above much earlier than others. This is out of the school's control. In addition to waiting for the call, you are encouraged to watch various stations when expecting a delay.

Some misc. points and examples:

- For safety reasons, Mount Lebanon walkers-those truly walking- should follow the Mount Lebanon School District regarding delays/cancellations. The crossing guards will adhere to the Mount Lebanon School District.
- If your district is delayed and Saint Bernard School is not delayed, you may drop your child off at the school during normal time or send them on the bus for the delay.
- If for some safety reason, Saint Bernard School has a two-hour delay and your district does not have a delay, the bus transportation will not be delayed and parents are responsible for transportation. **This will happen very seldom. If Saint Bernard School has a delay and your district does not, then the parents will need to bring their child to school two hours later unless notified.**

When all districts are delayed and there is a two-hour delay, for safety reasons **DO NOT** drop your child off early to school. They are not to arrive before 10:00 a.m. There are a couple of important reasons for this; First, when Saint Bernard School is delayed the faculty and staff are delayed too. Second, there are times when a delay turns into a cancellation. It is important to make sure that this is not the case.

EXTENDED DAY PROGRAM

Saint Bernard School offers an Extended Day Program from 3:00 – 6:00 P.M. for our regularly enrolled children in all day preschool through 8th grade. Our goal is to provide a safe, convenient, affordable, Catholic Christian extended day environment for families. In the Extended Day Program students will have the opportunity to work on homework, relax and participate in recreational and enrichment activities. Parents of students in the 4-year preschool all day program should contact the extended day coordinators/staff to make possible arrangements to utilize these services depending upon the readiness of your child.

The programs will be held for most full-days that school is in session. There is a fee involved and the following forms must be completed and returned to school before admittance:

- Registration/Authorization & Emergency Information Form
- Guidelines and Agreement Form
- Extended Day Monthy Attendance Schedule (extended day only)

The Extended Day Program is billed monthly. Extended Day students can be picked up in the Extended Day Classroom by using the Library/Gym entrance.

TEXTBOOKS/SCHOOL SUPPLIES

St. Bernard School receives state aid to pay for books; therefore parents are not charged a book fee. However, it is the student's responsibility to take proper care of his/her books. This includes providing covers for the texts. Books that are damaged extensively or lost must be paid for by the students. Books should be carried in a book bag or backpack.

TRANSPORTATION

BUS SERVICES

Children living outside Mt. Lebanon and some Keystone Oaks children are entitled to bus transportation if their school district provides transportation. **No** other children are permitted on the bus for insurance purposes. There is **no bus service** for children living in Mt. Lebanon.

The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to students bused to and from St. Bernard School, as are the laws and regulations for parochial schools in the Commonwealth of Pennsylvania.

It is important that we know the ordinary means by which each child arrives and departs daily. A note is to be sent **when a change** is necessary. For reasons of safety and insurance, each child is to ride his/her assigned bus. Bus transportation is provided by the respective school districts. Students are allowed to ride the busses **from their district only.**

Students are expected to maintain appropriate behavior while in route on the bus. Every bus follows the guidelines that are within our own discipline code. If the bus driver/company recommends that a student be removed from the

bus, the principal will support it. This will result in the student losing bus privileges. The student/parent will then be responsible to make other arrangements for transportation.

Students are expected to remain in their seats at all times. This insures their safety and the safety of others. If improper conduct occurs, the driver prepares a report which is sent home to alert the parents to the problem. If the behavior persists, the bus company has the right to ask the school district to suspend the student's privilege of riding the bus, temporarily or permanently.

BUS CONDUCT
The following rules have been established in order to insure the safety of all students who ride busses:

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing front, when bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.

Infractions of the above rules will be brought to the attention of parents. Continual abuse of bus privileges could result in the denial of transportation.

No students may ride other district buses due to liability issues from the districts.

CROSSING GUARDS/ SAFE WALKING RULES
Crossing guards are supplied by the Mt. Lebanon Police Department and are positioned at several intersections. They are on duty to protect our children and they should be respected and obeyed at all times. All students walking should observe the following **Safe Walking Rules**:

- **Never step into the street from between parked cars.**
- **Watch for turning cars.**
- **Look all ways before crossing.**
- **Obey traffic signals.**
- **Walk! Don't run! Allow yourself plenty of time (the average child crosses a street at the rate of three feet per second).**
- **Cross only at corners.**
- **Face traffic when walking on streets without sidewalks.**
- **Be extra alert on snow and rain days.**
- **Go directly to and from school.**
- **Have a partner to walk with if possible.**

In the event a student is approached by a stranger when walking, they should do the following:

- **Do not approach the car.**
- **Immediately run to a safe place.**
- **Inform parent or adult of the incident.**
- **Contact the police.**
- **Try to give a good description of the individual and the vehicle.**

BICYCLES
Students are not permitted to ride or bring bicycles to school.

STUDENT ACTIVITIES AND ATHLETICS
EXTRA-CURRICULAR ACTIVITIES

Supervised extra-curricular activities are provided to develop individual talents and interests, as well as a spirit of cooperation through interaction. Students have the opportunity for voluntary participation in the following:

Altar Servers	Forensics	Basketball	Cross Country
Instrumental Band	World Fair	Soccer	Geography Bee
Student Council	Spelling Bee	Football	Odyssey of the Mind
STEM Club	Chess Club	Volleyball	MAD Science
Cheerleading	English Festival	Church Lectors	

STUDENT COUNCIL
Student Council is a group of school students, elected by their classmates, to represent the ideas of the school and how the school can be made into a better experience that adds fun to learning. The purpose is to introduce new ideas and activities to the school. There is one representative per homeroom (although there are sometime two because of ties in the election), one Secretary, one Vice President, and one President. These are elected by the grades they will represent (the whole Junior High elects the officers). Meetings are held after school two times a month. Student Council is a rewarding experience well worth the commitment.

ELIGIBILITY FOR ATHLETIC AND EXTRA-CURRICULAR ACTIVITIES
The following is the policy regarding eligibility for athletics and extra-curricular activities at St. Bernard School. Academics are always a priority at our school. To maintain eligibility to participate in the extra-curricular activities, a child must maintain certain academic standards. Failure to maintain these standards can result in probation or suspension from these activities.

Probation and Suspension Guidelines for Athletics:
If a student receives a "D" in one of his/her course subject areas (Religion, Math, Reading, English, Spelling, Science or Social Studies) or two "D's" in his/her special areas (Art, Music, Phys. Ed., Health, Computer, Handwriting, Language) he/she will be placed on a two week probation period beginning with the date the Interim was issued. During this probation period, this student may participate in the extra-curricular activity and is encouraged to let the coach or moderator know of the probation. At the end of the two-week period, if the student's grade(s) have not improved to at least a "C," he/she will be suspended from the activity, including games and practices until the grade is brought up to at least a "C" grade.

A student will be suspended for two weeks from athletics and extra-curricular activities, including games and practices, if he/she receives:

1. Two or more "D's" on his/her report card in core subject areas.
2. Three or more "D's" on his/her report card in non-core subject areas.
3. One or more "E's" on their report card in any subject area.

The principal will notify the coach or moderator that a specific student is ineligible to participate. No specific details including grades or subject areas will be given. Any ineligible student participating in athletics or extra-curricular activities may be removed from the activity permanently.

A student can be placed on probation or suspended from athletics or extra-curricular activities at any time due to behavior problems. In particular, any student who violates the discipline policy of the school is subject to suspension from the program at the discretion of the principal after a consultation with the student's parents. The principal will notify the specific coach in any case of a suspension from the sports program.

CHARGERS
Our sports teams are known as the CHARGERS. Our school colors are blue and gold.

HEALTH AND SAFETY

HEALTH SERVICES
SCHOOL NURSE

Our school nurse is from the Mt. Lebanon School District and is on call at all times. She regularly schedules one day per week at St. Bernard School. The nurse performs all screening tests on the children.

COMMUNICABLE DISEASE

Report to the school office immediately if your child has a communicable disease or has an eruption or rash on the body. State law requires that children be excluded from school until the scabs from Chicken Pox are dried.
Children must be vaccinated against common Childhood Communicable Diseases before entering school (See Admissions).

If your child has head lice, please contact the school nurse or the principal. The school nurse has the responsibility of checking other students in the class to prevent the spread of this disease. Students should not be sent to school if they have a fever, severe sore throat, inflamed eyes, nausea, or a severe head cold. These illnesses can be very contagious.

FIRST AID

First Aid is performed by the school nurse, school secretary, or office staff when injury is minor. When a child shows symptoms of being ill or injured, a designated adult on his/her Emergency Contact Form is called and asked to come for the student. In case of serious injury, 911 will be called.

ILLNESS OR INJURY

In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. An emergency telephone number where parents can be reached at all times MUST be on file in the school office.

MEDICATION POLICY/ADMINISTRATION OF MEDICATION

Medication should be given at home, and physicians should be asked to change the schedule for the administration of medication so that it can be given before and after school hours. All medications shall be administered by a registered nurse, a licensed practical nurse, or by the parent or their designee (excluding non-medical school personnel). The only exception would be emergency medication which can be self-administered, such as an epi-pen or asthma inhaler.

Students requiring a fast-acting inhaler, such as albuterol for asthma or epinephrine for life-threatening allergies, may self-administer their medication. Students may carry their own medication and administer it during the school day as ordered by their licensed prescriber and authorized by their parent and school. An order from a licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration, is required before the student may carry the medication on his/her person. Students needing to self-carry emergency medications should have an emergency care plan, or a similar form, completed by their healthcare provider. Before allowing a student to self-carry medication, the nurse assigned to the school will ensure that the student is competent in self-care through demonstration of administration skills and responsible behavior. The student must notify administration immediately following each use.

1. When possible, school personnel should supervise the student's self-administration of medication.

2. Stored medications administered by a RN, LPN, or parent must be in a secure locked location. Students should never be given access to this location.

3. The medication should be delivered to the school by the parent, guardian or other *responsible adult along with the treating physician's written documentation relative to* the diagnosis, prescribed medication, dosage and instructions for the student’s self-administration of the medication.

4. Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.

5. If the student is not carrying the epi-pen or inhaler, a specific staff member should be given the responsibility of distributing the medication to the student for self-medication.

6. A record book must be maintained, indicating the student's name, the name of the medication, the date and time of distribution to the student for self-medication, and the identity of the person distributing medication to the student for self-medication. This record must be marked every time medication is dispensed.

NOTE: *The Pennsylvania Department of Health, "Guide for School Nursing Services in Pennsylvania," states that medication should be given by school nurses only as prescribed by a physician. A legal opinion of the Pennsylvania Department of Justice states, "Except in truly emergency situations, teachers may not administer individually prescribed medications."

PHYSICAL EXAMS
The Pennsylvania School Health Code mandates the following schedule of examinations:

Levels 1 and 6 and before each competitive sport:	
	Complete physical examinations.
All levels:	Annual vision check
	Annual height and weight
Levels 1-8:	Tuberculin (Tine) test, every third year
Kindergarten and levels 1,2,3, and 7, along with any teacher referrals:	
	Hearing test
Levels 6 and 7:	Scoliosis screening
Levels 1, 3 and 7:	Dental examination

Parents may choose to have these examinations done by their family physician and dentist at their own expense. The school does, however, provide the facilities for conducting examinations. Your child will be taken from his/her classroom, and you have the option of being present at the time of the exam. Forms for these examinations are in the school office. Parents are notified when any deviation requiring evaluation is found in either a hearing or vision test.

SAFETY ISSUES
FIRE AND LOCK DOWN DRILLS
Fire drills are held regularly and pupils are instructed in emergency procedures. The building is periodically inspected by the Mt. Lebanon Fire Department.

When instructed by the police, the school can enter into a "Lock Down" status where students are not permitted to exit the building and visitors, including parents, are not permitted to enter. When the situation is deemed safe, the "Lock Down" status will be removed, and the day will resume as scheduled. Depending upon the individual situation, students may or may not be kept in their classrooms during this time.

VISITORS
Anyone coming into the school must **enter through the front entrance and** immediately report to the office located on the main floor of the building. For reasons of safety, visitor's license may be scanned and a visitor pass will be provided. The school administration should know who is in the building, and this practice also helps to eliminate many unnecessary interruptions to the teachers and students during class hours. **PLEASE DO NOT GO TO THE CLASSROOM WITHOUT AN APPOINTMENT.**

POLICIES AND PROCEDURES

GUIDING PRINCIPLES
A. Catholic Schools and Staff are expected to:
a) provide a supportive environment that upholds Gospel values and encourages positive relationships between staff and parent.

b) increase awareness and understanding of the dynamics of bullying and develop a plan to implement anti-bullying strategies with their schools.
c) maintain an environment where bullying will be addressed age-appropriately in a manner characterized by respect and civility.
d) use recourses that will assist in developing appropriate social skills, positive relationships, and discourage unacceptable bullying behaviors.
e) encourage students to report incidents of bullying and support them in dealing with conflict resolution.
f) support, monitor, and act upon all reported incidents of bullying to ensure the safety of all students.
g) model appropriate language and actions for students.
h) emphasize intervention strategies that are preventative in nature.
i) recognize that some bullying behaviors may be more serious and require more comprehensive interventions.
j) keep open lines of communication between the home, school, and parish.

B. Students are expected to:
a) promote a positive and caring environment for all by developing an awareness of bully issues.
b) refuse to bully others or to be a bystander to acts of bullying
c) report all acts of bullying that they may experience or observe to appropriate school personnel.
d) assist and cooperate in the implementation of school-wide anti-bullying initiatives.

C. Parent/Visitors are expected to:
a) promote a positive and caring environment for all by developing an awareness of bullying issues.
b) inform the school if bullying is suspected.
c) encourage students to discuss any incidents of bullying and reinforce the need to speak out.
d) support the school when resolving identified incidents of bullying.
e) support the school through the Student Assistance Program (SAP) in promoting local school anti-bullying initiatives.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct which may include:

a) Appropriate Level Conduct Report and coordinating consequences.
b) Parental conference
c) Loss of school privileges
d) Counseling within the Intermediate Unit or school
e) Exclusion from school-sponsored activities
f) Detention
g) Suspension
h) Expulsion
i) Counseling/Therapy outside of the Intermediate Unit or school
j) Referral to law enforcement officials

In keeping with the teachings of Christ, *Saint Bernard Catholic School* will provide a safe, caring, and supportive school environment, free of bullying, for all members of the school community.

RULES AND EXPECTATIONS
BUILDING RULES
Students are to walk whenever entering or leaving the building and when moving from one area of the building to another.

There should not be any loud talking or commotion when in the building. Every student has the right to learn, and everyone must work together to maintain a learning atmosphere throughout the building.

The restrooms are to be treated as restrooms at home. No playing or loitering in or around the restrooms is permitted.

Chewing gum is not permitted at any time.

Students are expected to keep the floor in the classroom, hallways, restrooms, and cafeteria clear of paper and debris.

Students are to be considerate of other students' projects which are displayed in the hall.

Students are the best ambassadors of the school. In every situation, their friendliness and appearance speak to the Christian and academic qualities that are present at St. Bernard. Proper respect toward all school staff members is required.

Church is a sacred place to spend time in quiet prayer or in prayer with the Christian Community. When attending Mass or a Liturgical function as a class or school, students are expected to enter and leave quietly out of respect for the Blessed Sacrament.

POLICIES

GENDER POLICY

Policy for Catholic Schools and Parishes Regarding Gender

Applicability: All Catholic elementary and secondary schools in the Diocese of Pittsburgh and all Catechetical programs of parishes

Definitions: The gender of every human being is a gift fashioned by God that enriches the human family through the complementarity of masculinity and femininity. At this time, the Diocese of Pittsburgh recognizes gender according to a student's birth certificate. "Learning to accept our body, to care for it, and to respect its fullest meaning, is an essential element of any genuine human ecology." (Pope Francis, Laudato Si #155)

Policy and Procedure:

Catholic Schools and all catechetical programs of the Diocese of Pittsburgh recognize that all children, because they are made in the image and likeness of God, deserve to be treated with charity, love and respect. Each school strives to provide a safe educational environment that fosters academic success as well as physical, emotional, and spiritual well-being. The teachings of the Church are followed, including those teachings related to gender, in a Christ-centered atmosphere that promotes Gospel values.

Our Catholic schools and catechetical programs will follow these procedures:

1. Administrators will maintain student permanent records and other legal records and documents using the student's legal name and gender. 2. School personnel may honor requests of parents/guardians to address a student by a preferred name or nickname. 3. Students are to use bathrooms according to their God-given gender. Where possible, arrangements are to be made for a private bathroom to address special needs. 4. In all other circumstances, students are expected to comply according to their God-given gender.

Rationale and Authority:

"By his incarnation, the Son of God has united Himself in some fashion with every human being. This saving event reveals to humanity not only the boundless love of God who 'so loved the world that He gave his only Son' (Jn 3:16), but also the incomparable value of every human person." (Pope John Paul II, Evangelium Vitae, 2) With these words, St. John Paul II reaffirms our deeply rooted belief in the inherent dignity of every human person. Each person that we encounter is to be regarded as the image of the living God.

According to the divine plan, the image and likeness of God for every human person is embodied in a specific gender as either male or female. The distinction and complementarity of men and women is thus to be accepted from God as a gift to be received, honored, and affirmed. As Pope Francis explains, "The acceptance of our bodies as God's gift is vital for welcoming and accepting the entire world as a gift from the Father and our common home,

whereas thinking that we enjoy absolute power over our own bodies turns, often subtly, into thinking that we enjoy absolute power over creation" (Pope Francis Laudato Si, no. 155).

Instead of seeing gender as something to which we ascribe our own meaning and self determination, the Church believes that the gender each person receives from their mother's womb is a sign of God's love for the person and all humanity. It is on this basis that the Catechism of the Catholic Church affirms that, "Everyone, man and woman, should acknowledge and accept his sexual identity [because] physical, moral, and spiritual difference and complementarity are oriented toward the goods of marriage and the flourishing of family life" (CCC no. 2333).

During the early years of life, children experience the natural developmental process of growth in all areas of their life, but especially in regard to their sexuality. Due to the supreme dignity of human sexuality and the personal feelings that surround the development of a person's sense of personal value, no form of contempt, bullying, or mistreatment in regard to gender will be tolerated in our Catholic Schools. Loving pastoral care should be provided with due consideration to fairness, safety, and the privacy rights of all students.

ALCOHOL AND DRUG POLICY

The possession, sale, or use of alcohol, drugs, or any other controlled substance on the school campus or busses is strictly forbidden. Violation of this rule will cause immediate expulsion and will be reported to appropriate law enforcement agencies.

SMOKING POLICY

Smoking is strictly forbidden at school. Students are neither to carry nor use tobacco products of any kind.

WEAPONS POLICY

The safety and well being of our children is most important to all of us. Our children must know that violence of any kind is not acceptable in school or anywhere else.

To ensure the safety of the children, our school will not tolerate weapons of any kind. Guns, including play guns, knives, and other types of weapons are not to be brought to school under any circumstances (including pre-school "show and tell"- See pre-school handbook). In addition, any instruments which can be used as a weapon have no place in school.

The Diocese of Pittsburgh has adapted the following policy:

No weapon may be brought onto school property, including, but not limited to, the school building, outdoor areas, outdoor facilities, or school buses, or to any school related activity. A weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nun-chuck stick, fire arm, rifle, or any other tool, instrument, or implement capable of inflicting bodily injury, which is possessed under circumstances not manifestly appropriate for lawful uses which it may have. This includes firearms which are not loaded or lack a clip or other component to render it immediately operable. This also includes weapon look-alikes. A person in possession of a weapon on school

property violates state criminal statutes and school regulations, and shall be subject to the following discipline and penalty:

1. Parents will be immediately notified.
2. The local police will be called.
3. The student will be expelled.

BULLYING POLICY

(In accordance with Diocesan Policies)

Purpose:

All members of the Catholic School community are expected to use non-violent means to resolve conflicts as reflected in the Gospel values.

Applicability:

- Bullying behaviors contradict Gospel values, which are centered in the Teachings of Christ.
- Bullying may contribute to short-term problems for victims (i.e. changes in behavior, drop in grades, frequent absences).

- Persistent bullying may cause long-term psychological problems (i.e. depression, dropping out, suicide ideation).
- Bullying may contribute to involvement in other antisocial activities (i.e. alcohol/drug abuse, gangs) and threaten safety of others.
- Bullying may contribute to a negative school climate which interferes with spiritual development, academic learning, and social responsibility.

Definition: <u>Bullying</u> shall mean an intentional electronic, written, verbal, or physical act or a series of acts
A. directed at another student or any school community member,
B. which occurs in or negatively impacts a school setting,
C. that is severe, persistent or pervasive, and
D. that has the effect of doing any of the following:
i) substantially interfering with a student's education,
ii) creating a threatening environment, or
iii) substantially disrupting the orderly operation of a school.
E. "School Setting": shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.
F. A school entity shall not be prohibited from defining bullying in such a way as to encompass acts that occur outside a school setting if those acts meet the other requirements specified in the definition of bullying.
G. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, intimidating, threatening, or terrorizing another student or personnel employed by the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs, tweets, etc.). All forms of cyber bullying are unacceptable and to the extent such actions are disruptive of the educational process of the school, offenders shall be the subject of appropriate consequences. Cyber bullying consequences may occur when concerns are verified.

FOOD ALLERGY POLICY & GUIDELINES
Saint Bernard School will use the following policy and guidelines to better safeguard students in school who have significant food allergies.

Food allergies are abnormal responses of the immune system to a specific food. In a true food allergy there is no tolerance level for the food. At Saint Bernard School, we value all children as unique gifts from God. We do our best to keep allergy exposures to a minimum. Parents are requested to review the Saint Bernard food allergy policy. We cannot guarantee that any offending food will not come in contact with an allergic child, but we can certainly try our best to keep all God's children safe in any way we can. If you are a homeroom parent, chairperson, or classroom volunteer, please attach this policy and guidelines to your files for reference. Please contact the office or school nurse for questions about food allergies.

Staff/ Home Room Parents/ School Advisory Council/ PTG/ Activity Chairpersons / School Community:

- Work with parents of child with food allergy to include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy. These activities to the best of the teacher's / chairpersons' / staff's ability should be free of foods that trigger allergy attacks. Example activities: in-class parties, bingos, ice-cream social, breakfast with Santa, field day, etc.
- Although food labels are not 100% protective, foreign processed foods, foods that include warning labels (Manufactured in a plant with …food allergen (ex: nuts, wheat, milk); and/or this item may have traces of ….food allergen) are considered as a high risk food and should be avoided. Due to hidden ingredients in food labels, students with food allergies should not consume items without parental permission to do so.
- Clean common-use surfaces prior to and after activity.
- Students will be provided the means to wash their hands after eating.
- Send in an individual snack (for your child only) for any after-school activities (if approved by moderator/coach) with your child.
- Consume food in cafeteria when possible.
- Encourage no baked goods due to cross contamination factors.

- Ensure that ‘Peanut Oil’ is NOT used for frying/cooking at school functions. This would make the environment dangerous well after the event.

Saint Bernard School Staff / Administration:

- Review the health records submitted by parents and physicians.
- Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available which contains a physician's standing order and parental permission for epinephrine or Benadryl. Keep medicine easily accessible in a secure location, central to designated school personnel, not in locked cupboards or drawers. Students should be allowed to carry their own epinephrine, if age appropriate, after approval from the students’ physician/clinic, parent, and school nurse, and allowed by state or local regulations.
- Designate school personnel to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day.
- Follow federal/state laws and regulations regarding sharing medical information about the student.
- Provide a peanut/tree nut free- ‘Star’ table that is monitored by the cafeteria and school staff.
- All foods prepared by Cafeteria staff, which contain peanut or tree nut by-products, will be isolated by area in the kitchen and utensils used.
- The ‘Star’ table will be cleaned thoroughly before each lunch period, daily. The Cafeteria manager will supervise this task.
- School Staff and Cafeteria Staff will provide supervision in the cafeteria and are trained on what to do in the event students may show allergic reactions.
- Teachers who have students with food allergies will inform homeroom parents of the serious nature of food allergies and explain the food policy for classroom events.
- Unless there is written permission from the food allergy child’s parent, the child with a food allergy will pick an “acceptable snack” from his/her individual snack kit provided by the parent.
- Provide all staff that interacts with the student on a regular basis training to: understand food allergies, recognize specific food allergy symptoms, and knowledge of what to do in an emergency.
- Administration will work with school faculty and staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Discuss field trips with the family of the food allergic child to decide appropriate strategies for managing the food allergy.
- Take threats or harassment against an allergic child seriously.
- Enforce a "no eating" policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy. Discuss appropriate management of food allergy with family.

Parent(s) of Child with Food Allergy:

- Send a kit of non perishable “acceptable snacks” approved by the parent(s) to your child’s homeroom at the beginning of the year.
- Coordinate with homeroom parents or school organization as to “acceptable snacks” to be used for each specific school activity.
- Bring emergency kit(s) to school and make sure there is a completed medication form on file for epinephrine or Benadryl and refill/update kit as needed.
- Provide homeroom parents or school organizations with specific information regarding their child’s food allergy. Work with homeroom parents/ school organizations in planning activities dealing with food.
- Submit a specific ‘Food Allergy Action Plan’ for your child to the school office and school nurse.

To All Parents (Birthday Treats):

In order to comply with the Diocesan Wellness policy and help protect students with food allergies, parents are strongly encouraged to send non-food items (pencil, sticker, bookmark, etc.) to school for their child’s birthday. If you do send in a food item, please consult with your child’s teacher prior to sending in any treat. It is encouraged for you to send in healthy snacks/treats. All food items should be store-bought, labeled, and free of allergens to help

keep the entire school environment safe. Depending on the treat, some treats may be sent home to be individually enjoyed later.

PRESCHOOL DRESS CODE

Parents are encouraged to dress their children in sensible and comfortable clothing. Children at this age are involved in a variety of movement during the day from floor to seat. The individual teacher or school will address with the parent any possible concerns as far as clothing is concerned.

Shoes:

Please see criteria "For all Students" on the following page.

Tennis Shoes and/or shoes that are very supportive and adhere to the criteria are strongly recommended due to the fact that the children frequently move and travel throughout the building complex.

UNIFORM POLICY

Uniforms are to be worn by all children in grades K-8. The wearing of a uniform helps promote a sense of unity and school pride in the children. It also sets a good tone for the academic atmosphere of our school. By eliminating the distractions of more superficial things such as trends in clothes, who's wearing what today, and so forth, hopefully our children will find themselves freer to concentrate on the important business of their education.

Educational Outfittes, 2101 Greentree Road (412-892-8810) provides uniform items for St. Bernard School. Gym Uniforms **must** be purchased through Educational Outfitters. School Uniforms can be purchased through Educational Outfitters. With the ability to purchase some school uniform clothing in various stores, select styles/colors will vary slightly and **not all items purchased at local stores may be acceptable.** Educational Outfitters carries all acceptable uniform items for St. Bernard School.

Only the following may be worn in school building during school hours:

Girls (K-3rd Grade)

Blue Polo with school logo - Long or Short Sleeved.
Black Watch, Knee - length Jumper with Navy Knee socks or Tights.
Navy Pants with Solid Navy Crew or Ankle - length socks with NO logos or patterns.
Black Dress Shoes*
Black Belt**

Girls (4th – 8th Grade)

Blue Polo with school logo – Long or Short Sleeved.
Black Watch, Knee - length Skort or Skirt with Navy Knee socks or Tights
Navy Pants with Solid Navy Crew or Ankle - length socks with NO logos or patterns
Black Dress Shoes*
Black Belt*

Girls must wear a tailored blouse (no lace, ribbons, embroidery, elastic on sleeves), long or short sleeved. Tops must be pale blue with the school logo, and they must be tucked in at the waist. No chambray tops or cap sleeves are to be worn. Undershirts, if worn, must be solid white. A solid colored black belt is to be worn.

A solid navy sweater may be worn. It must be a plain cardigan, pullover (v-neck or crew), or sweater vest. No over-sized or cable knit sweaters are allowed. St. Bernard Non-Hooded sweatshirts may also be worn if a collar is worn underneath. **No logos** are allowed on tops or sweaters unless it is "St. Bernard School."

Socks must be worn. They must be Knee - length, or tights. They must be solid navy blue. Ankles must be covered.

Girls may wear subdued jewelry (watch, simple earrings not larger than a quarter, and only one pair, etc...). **NO MAKE-UP IS PERMITTED.** Solid colored barrettes are permitted but no sashes/scarves.

Boys (K – 8th)

Blue Polo Shirt with school logo (Long or Short Sleeved)
Navy Pants

Solid Navy Crew or Ankle - length socks (with NO logo or pattern)
Black Dress Shoes*
Black Belt**

Boys must wear plain navy blue slacks (corduroy or twill) at the waist. They may wear knee length navy blue walking shorts in August, September, May and June.

Boys may wear a pale blue knit polo shirt with a collar, long or short sleeved. All shirts must be tucked in at the waist. A solid colored black belt is to be worn if the slacks have belt loops. No "mock" turtlenecks are to be worn. Undershirts, if worn, must be solid white.

A cardigan, pullover (V-neck or crew), or vest style sweater may be worn. Sweaters must be solid colored navy. No oversized sweaters, only flat knit. St. Bernard Non-Hooded sweatshirts may also be worn if a collar is worn underneath. **No logos** are allowed on tops or sweater unless it is "St. Bernard School."

Boys are not allowed to wear earrings at school. Boys' hair may not exceed their collar and no tails, ponytails, or fad haircuts are permitted. Boy's hair should be trimmed, out of their eyes and face, and not touching their collars.

Gym Uniform (Grades K-8th)
Gray t-shirt with St. Bernard Logo
Solid, plain gray, sweatpants with St. Bernard Logo
Solid, plain white socks that are crew or Ankle – length (Ankles must be covered)
Ankle - cut tennis shoes (No High-Tops)
St. Bernard sweatshirts are permissible over the gray STB-shirt
Solid, plain gray shorts with STB logo are permissible during the months of August through September 30th and from May 1st through the end of the school year.
Gym uniform t-shirts, shorts, and sweatpants must be purchased at Educational Outfitters.

Shoes For all Students (Including Kindergarten and Preschool)
Shoes must be laced and tied at all times if they are lace type shoes. Tennis shoes may be worn in school only n gym days for grades K - 8. NO HIGH- TOP SHOES ARE ALLOWED (including black army boots). Due to the slippery nature of the playground surface, please avoid patent leather shoes. Scouts "uniforms" are permitted on scout meeting days or special scout event days. All shoes must have closed backs and closed toes. 'Heelies', high heel or platform shoes are prohibited.

All shorts (boys and girls) may be simple cargo-style with flat pocket. They must be neat in appearance and not be oversized, have buckles or rips.

****Optional (Kindergarten to 2nd grade)**
Belts are optional for kindergarten through second grade due to the young age and lack of ability to properly take the belt off in the restroom.

Enforcement and Misc.
To be fair to all students and parents, this uniform policy will be firmly enforced. Children generally conduct themselves in a manner similar to the way they dress and groom. Parents are responsible for ensuring that their children dress according to school policy. Please make sure your child is following the uniform policy before sending them to school.

Violations of the uniform policy will be subject to **Conduct Reports**.

Those wishing to donate gently used uniform clothing to families who need it, may also do so. These items are available in our Uniform Closet. Please contact the school office for more information.

TRAFFIC AND STUDENT PEDESTRIAN POLICY
To ensure safety, the following MUST be observed:
Only Preschool School children may enter school through the doors outside the preschool classrooms in the morning. A.M. kindergarten children enter through the back doors with the other students. Only a.m. preschool children exit the building from those doors. The all day 4-year preschool and all day kindergarten will be dismissed on the back porch. Parents should park in the back of the school and pick up their child on the back porch area.
Therefore, all students except preschool who are transported by car are to enter the school building through the doors at the back playground behind the school.

For arrival, vehicles bringing children to school may enter the school grounds near the Presbyterian Church or Scott Road. There is no entrance on the other side (referred to as the "Dyke/Pamelas" side). If you are entering from Washington Road, please stop near the back porch and have your children exit to the right of your vehicle and enter through the porch doors. Vehicles will then merge with vehicles entering from Scott Road before exiting. If you are entering from Scott Road, please proceed forward following the painted arrows and have your children exit to the right of the vehicle near the back stairs. All traffic should follow the painted arrows at all times or as directed. Slow and cautious driving is a MUST at all times. In the event of snow, please do NOT attempt to avoid the driveway and try to make a U-type turn at the top of the parking lot, this will obstruct traffic on Washington Road and prevent other cars from entering our lot.

DO NOT DROP YOUR CHILDREN OFF ON WASHINGTON ROAD OR SCOTT ROAD.

Walkers should always follow the safe walking rules. If you see a child trying to walk across our parking lot to enter school in the front (near the statue of Mary), please give them the right-of-way so they may safely enter school. AFTER drop off, vehicles must exit on the "Dyke/Pamela" store side or in the back of our grounds at Scott Road. Do NOT drive back up the way you entered. This prohibits other vehicles from getting children to school on time.

Some traffic from 8:00 A.M. Mass parked near the rectory may be leaving this way (and hence, going "against" our traffic), but school families are to follow a set pattern. This directive was issued by the Mt. Lebanon Police Department to ensure a somewhat steady flow of traffic on Washington Road. The line may look long at times, but it really is only a matter of minutes before the cars are moving at a smooth pace. Car riders are **NOT** to be dropped off in the top lot near the rectory.

Students arriving **after 8:15 A.M.** are tardy and **MUST be accompanied to the school office** by a parent or a guardian.

FOR DISMISSAL, all walkers (students walking off the grounds), and bus students will be dismissed after announcements and prayer. It is our hope to have all those students, walk safely off parish grounds before cars start moving. All car riders will be dismissed from the BACK of the school. **Parents should pick their children up in the back of the school if your child is a car rider.** If the back lot is full and a parent parks elsewhere, please walk to the back to pick up your child. Children will not be dismissed from the front doors if they are a car rider. ONLY PARENTS OF A.M. PRESCHOOL/ A.M. KINDERGARTEN CHILDREN/ 3-YEAR P.M. PRESCHOOL ARE TO PARK ON THE SIDE. Please be extra cautious of small children running between cars. Every precaution must be taken for the safety of our children. No cars are to be left unattended in the back lot at dismissal time. Please SHARE this information regarding drop-off with anyone (spouse, grandparent, etc.,) who might be transporting your child. All day 4-year preschool and kindergarten students are to be picked up on the back porch. Parents should park in the back lot. Because these students will be dismissed first, the parents must wait until cars are formally given permission to leave by the teachers before leaving the grounds.

CELLULAR PHONES/ELECTRONIC DEVICES/VALUABLES POLICY
Cell phones and/or electronic devices (tablets, notebooks, electronic readers, i-pods, etc.) should not be heard or seen in the school building or grounds at any time. Phones/electronic devices MUST be turned to the “off” position prior to students entering the school or grounds and should be in the child’s designated backpack (Grades 6-8) during Arival and Dismissal. Teachers will collect cell phones at the beginning of the day and return to students at the end of the day. Electronic devices/phones may not be in the child’s possession (pockets) or clothing at any time during the day. Electronic devices/phones sent to school with a child are at the parent’s discretion and not the

school's responsibility. The first violation of this policy will result in the confiscation of the device, a meeting with the principal and child, and the parent alerted. The parent may be asked to pick up the device in the school office. Repeated violations will result in the above and an appropriate conduct report issued. Additionally, the loss of the privilege of bringing an electronic device/phone to school may occur for repeated violations.

At times, students may use electronic devices at the discretion of the teacher for specific purposes (ex:NOOK/Kindle for completing AR requirements only). Students will be given specific direction by the teacher as to usage of the item.

If students need to contact parents during the day for routine school matters (forgotten lunch, not sure of dismissal plans, etc.), they should use the main office phone.

Valuables:
Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. The school administrators and staff can't be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the school office. Toys and other distractions are not to be brought to school. Exception: Primary Department Show and Tell days.

It is strongly recommended that all electronic devices (cell phones, ipods, gameboys, etc.) be left at home. They are not to be used at school. Any electronic item used by a student may be taken by a staff member and stored in the school office until the parent picks it up.

GRADUATION POLICY
Diocesan policy states that 8th graders must complete 180 days of instruction as a requirement for graduation. A fee is charged to cover the cost of flowers, video, graduation picture and other incurred expenses.

DISCIPLINE

PHILOSOPHY
Saint Bernard School is dedicated to educating the total child. We want our children to possess the knowledge and understanding that they will need to be life-long learners. Students are encouraged to fully develop their inherent potentials. It is important that our children explore their potential to better enable them to develop the skills needed to be successful citizens and Christians.

At Saint Bernard School, we are engaged in providing a sound learning environment for our children. To help create this environment, we encourage students to use positive conflict resolution skills and to follow the teachings of Jesus. As part of our Catholic identity, we must take every opportunity to prepare our students' – hearts, minds, and souls – to face conflict in a non-violent way and to respect the differences of others in accordance with Gospel values.

Children have the right to a positive learning environment. It is our hope that such an environment will exist at Saint Bernard School through the development and implementation of a discipline policy which encourages consideration for the rights of others and develops a sense of personal responsibility for one's behaviors.

BEHAVIOR CODE AND EXPECTATIONS
This behavior code is based on the belief that young people need to develop an understanding of the need to interact with each other and with adults in a manner which is consistent with Gospel values. This includes the need to develop responsible behaviors which take into account the resulting consequences of choices and behaviors. Therefore, each student is expected to behave in a manner which reflects their love of God, neighbor, and self.

To help students understand what is expected of them, the following behavior code has been established. It is understood that all behaviors cannot be listed. However, this list does provide the students with a consistent pattern of expected behaviors.

Church/Prayer

1. Students visiting God's house will develop a sense of reverence which demands a quiet and prayerful demeanor for the presence of God in the Tabernacle.
2. Students will be expected to actively participate in liturgical services by singing, responding to, or reciting prayers.
3. Students will be expected to actively participate in Morning Prayer or prayer services which take place in the school.

General:

1. Students are expected to walk whenever moving through the building.
2. Students are expected to talk in a quiet manner whenever moving throughout the building to ensure that classes in session are not disturbed.
3. Students are expected to use appropriate language at all times.
4. Students are expected to respect school property and the property of other students.
5. Students are expected to protect others by not participating in any physical behaviors which have the potential to harm another student.
6. Students are not permitted to chew gum.
7. Students are expected to maintain a respectful attitude toward teachers, other school staff, administration, and each other.
8. Students are expected to follow the prescribed Dress Code Policy.

Classroom:

Students are expected to follow the individual classroom rules established by each teacher.

Cafeteria:

1. Students are expected to practice proper table manners.
2. Students are expected to maintain a respectful attitude toward the cafeteria personnel and volunteers.
3. Students are expected to keep the cafeteria area clean and safe by cleaning up after themselves and pushing in their chairs when leaving.
4. Students are expected to walk in the cafeteria at all times.
5. Students are expected to talk quietly while in the cafeteria area.
6. Students are expected to keep all food in the cafeteria area. Food or drinks are not permitted outside.

Bus:

1. Students are expected to remain in their seats at all times. Standing on the bus is not permitted.
2. Students are expected to use appropriate language at all times.
3. Students are expected to respect the authority of the bus driver.
4. Students are expected to talk quietly.
5. Students are expected to behave in a manner which does not endanger the safety of any student.
6. Students are expected to be on time.

Playground:

1. Students are expected to respect the authority of the playground supervisors.
2. Students are expected to participate in behaviors and activities that ensure the safety of other students.
3. Students are expected to line up as soon as the bell rings.
4. Students are expected to be quiet when re-entering the building from the playground.
5. Students are expected to take proper care of playground equipment.
6. Students are <u>not</u> permitted to climb on the wall or any snow banks that might be on the playground.

DISCIPLINE POLICY AND CONSEQUENCES

GRADES K – 2

In order to meet the developmental needs of the students in these grades, the teachers will develop behavior codes appropriate to the particular student age group. Suitable consequences will be decided for each child according to the degree and frequency of behaviors. In some cases, the Principal and/or SAP Team will be involved with a

particular situation to help determine the best course of action for a student. The school reserves the right to insist that a student be professionally evaluated, receive counseling, and/or treatment if the child is to remain in the school.

GRADES 3 – 8

Students in these grades will receive conduct reports, detentions, in-school suspensions, or out-of-school suspensions, depending upon the severity of the behaviors.

Because our students are children, they do not always make the best choices; sometimes as part of their moral development, they must recognize the consequences of inappropriate choices. When this happens, a student may be issued a Conduct Report (CR) for different levels of infractions of school policy and will receive the consequences of that infraction. Students will receive Conduct Reports for violations of the expected behaviors listed in the Behavioral Code. The behaviors listed in the Behavioral Code are illustrated but not exhaustive.

Conduct Report (CR)

There are **four levels** of misconduct and corresponding consequences.

Level One/*Possible but not limited to:*

1. Chewing gum
2. Disruptive behavior
3. Loitering in hallways/restrooms
4. Disrespectful behavior
5. Peer ridicule
6. Failure to return student conduct report
7. Dress Code Violation
8. Other

Level One Consequence

- Silent Lunch on the day following the infraction
- Three repeated Level One's may bump to a Level Two per individual teacher

Level Two/*Possible but not limited to:*

1. Improper language and/or gestures
2. Pushing/shoving
3. Forging a signature
4. Verbal/Physical/Psychological abuse
5. Cheating
6. Repeated violation of dress code
7. Other

Level Two Consequences

- One hour after school detention
- Exclusion from the next activity (class parties, activities, field trips, etc.)
- Sixth, seventh, or eighth grade student is ineligible for Honor Roll for the quarter in which the infraction is committed

Level Three/*Possible but not limited to:*

1. Fighting/Physical Aggression
2. Insubordination
3. Vandalism
4. Stealing
5. Leaving school grounds without permission
6. Other

Level Three Consequences

- Meeting with parent(s), student, and administrative team
- One day in-school suspension which includes all evening activities
- Exclusion from the next activity (class parties, activities, field trips, etc.)
- Sixth, seventh, or eighth grade student is ineligible for Honor Roll for the quarter in which the infraction is committee

Level Four/*Possible but not limited to:*

1. Truancy – skipping school
2. Possession of drugs, alcohol, cigarettes, tobacco
3. Violation of weapons policy
4. Other

Level Four Consequences

- Immediate suspension of student pending meeting of administrative team, student, and parent(s) to determine course of action
- Sixth, seventh, or eighth grade student is ineligible for Honor Roll for the quarter in which the infraction is committed
- For substance abuse and weapons policy violations, action will be taken **in accordance with diocesan guidelines.**

Note: Repeated violations at any level will be referred to the administrative team for consideration.

FIGHTING

Fighting is strictly forbidden in the school or on campus. Breaking this rule will result in an immediate and automatic in-school suspension and a conference with the student's parents.

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be confiscated. A failing grade will automatically be recorded for the work, and parents will be notified. Cheating results in an automatic detention – Level 2 CR.

SUSPENSION AND EXPULSION

Serious and repetitious infractions of school policies and practices may result in suspension from school. The length of time and the determination of "in school" or "at home" suspension will be at the discretion of the principal after consultation with parents.

In the case of "at home" suspension, the responsibility of the students will rest with the parent. Expulsion may result from serious lack of moral responsibility and/or continued serious infractions of school policies and practices. If expulsion is called for, a written notification to the parents and to the superintendent of schools shall clearly state the reason for such action.

Suspensions/expulsions are given by the principal for the very worst infractions of school rules and policy. Suspensions/expulsions are not given by teachers. They are given only as a last resort. It signifies that the child's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the child from the school environment.

Reinstatement will only be granted when: all, principal, teacher, parent, and student are satisfied that the reason for misconduct has been effectively eliminated.

PARENTS

PARENT AGREEMENT

Attached as the last page to this Handbook is a Parent Verification Form which must be reviewed and signed by the St. Bernard School student's parent or guardian signifying that the student's parent or guardian has read the

School Handbook and has agreed to abide by the rules and regulations as written in the Handbook. **The attached Parent Verification Form must be signed and returned.**

PARENT ORGANIZATIONS

PARENT/TEACHER GUILD

The purpose of our Parent Teacher Guild at St. Bernard School is threefold. The advancement of Catholic Education and the welfare of our students is the primary purpose. Secondly, the guild was established to promote parent-school activities and to increase interest in education and civic activities. Finally, it is the attempt of the PTG to enhance the parents' role in the education of the child. All families at St. Bernard School are encouraged to join our PTG. Membership dues are nominal and directly benefit each child. Our School Directory is produced by the PTG and is available to every participating family. Meetings are held once a month.

ATHLETIC ASSOCIATION

The mission of St. Bernard School is to provide our children with an education in the Catholic tradition, and this must necessarily include the spiritual, intellectual, and physical development of the students. For its part, the Athletic Association recognizes the contribution toward that educational process which may be made by an athletic and sports program. Participation in the athletic program hopefully will enhance the development of the morals, minds, and bodies of the students, and consequently, it is the Athletic Association's desire that as many students as possible will participate in the available activities.

The sports activities which are included under the guidance of the Athletic Association are:

Boys Basketball	Girls Basketball	Girls Cheerleading	Co-Ed Cross Country
Boys Football	Co-Ed Soccer	Girls Volleybal	

Currently, the expenses incurred to maintain a quality athletic program are funded through the generosity of parents and friends. This includes a variety of successful fund raising events and nominal membership fees/donations.

SCHOOL ADVISORY COMMITTEE

The School Advisory Committee shares in the educational mission of St. Bernard Parish by acting as a consulting and advisory body for St. Bernard School, and by performing other services for the school such as suggesting goals and objectives for the school and developing strategies for their implementation. The School Advisory Committee suggests policies for the school that will guide the principal as administrator. The principal and pastor decide on what suggestions to implement. The School Advisory Committee sponsors and participates in activities that communicate the value and importance of Catholic education to the parents of all parish children and to the parish and local communities so that the school will attract and retain the sufficient number of students to insure its future viability. The School Advisory Committee sponsors and participates in major revenue – reducing activities for the school. The School Advisory Committee identifies and recommends capital improvements and major repairs that are necessary to maintain and upgrade the school building and equipment. The School Advisory Committee also evaluates the feasibility of proposed new facilities, and insures the maximum utilization of existing space. The School Advisory Committee periodically evaluates the effectiveness of school policies and activities and participates in in-service programs provided at the Catholic Schools Office or at the parish level.

The School Advisory Committee works in partnership with the pastor in acting as a consultant body for the school. The School Advisory Committee does not make decisions. Rather, it studies issues and makes recommendations to the pastor and principal. The School Advisory Committee works in partnership with the principal by respecting and supporting the principal's rule as the administrator of the school. The pastor affirms the School's Advisory Committee's rule by actively participating as a member of the School Advisory Committee and discussing and recommending policies for the school. The principal gives the Advisory Committee the cooperation and support it needs to perform its functions. The principal is responsible for initiating and implementing policies for the school.
The regular meetings of the School Advisory Committee are normally held during the months of September, November, January, March, and May, on such dates as the School Advisory Committee will determine. The School Advisory Committee has ten members composed of the pastor and nine members who serve for three year terms.

HOMEROOM PARENTS/PARTIES

Homeroom parents assist teachers in organizing class parties throughout the school year. All parties and special activities must be cleared with BOTH the homeroom teacher and the office. Parents are usually called upon to make a nominal contribution to one party during the year. Treats may be brought in only after the date and time have been cleared with the teacher. Also, snacks should be limited to a small treat and juice, preferably nutritional in nature. Invitations to private parties should not be passed out in school unless every child in the class is invited.

FINANCIAL INFORMATION

VERIFIED CATHOLIC TUITION RATE

If a family is not registered in the parish upon enrollment in the school, the family should register immediately and begin supporting the parish. Please call the church office at 412-561-3300 to register. To qualify for the "Participating Member of a Catholic Parish" rate, children must be baptized, and the family must be registered in a Catholic parish. The family must be practicing the Catholic faith through regular Mass attendance and regular use of the parish envelope system. If a family belongs to another parish and is active in that parish, the family will pay tuition charged to parishioners. The parents must have their Pastor sign a verification form that must be renewed yearly by September 20th.

FINANCIAL AID POLICY

Lack of finances need not be an obstacle to enrollment in St. Bernard School. The Bishop's Education Fund, Scholastic Opportunity Scholarship (SOS), and St. Bernard's Angel Fund (for St Bernard Parishioners only) have monies available for educational grants to those families with demonstrated need. Applications can be found on the school website. Diocesan Aid deadline is March 15th. Families must apply for Diocesan Aid if also requesting money from the Angel Fund. Angel Fund applications are available by contacting the school office. Angel Fund applications are due by June 15. Recipients of financial assistance from St. Bernard will be required to make timely monthly payments for their portion of the tuition.

TUITION

All families who would like to sign up for a payment plan must select their payment method and payment schedule through FACTS Management Co. Families will receive an invitation via email, or go to https://online.factsmgt.com/signin/3MSZX to select a plan. There is no charge to enroll if you are paying in full, a $10 fee for semi-annual payments, and $43 for 9-20 payment plan. If no plan is selected by August 1, it is assumed that tuition will be paid in full by Sept 10. All school billing is performed through FACTS. Even if you do not want to make a payment through FACTS, a bill will arrive from FACTS. Payment options are cash, check (to either the school or rectory), automatic debit or credit card (through FACTS). During the school year, tuition bills will be mailed or e-mailed according to your correspondence preferences set through FACTS. Checks should be made payable to St. Bernard School with student's name in the memo. If a change needs to be made to a FACTS agreement, please contact the school office. Please allow at least three business days in advance of an automatic payment date to make any changes. In order for us to pay our bills it is most important that families are current with tuition payments.

Tuition Rates for the next school year will be set by March. Tuition rates are also on the school's website.

TUITION RATES FOR 2016/2017 SCHOOL YEAR

Parishioner and Verified Non-Parishioner		Non-Verified	Non-Parishioner
1 Child	(K-8)	$ 4,075	$5,600
2 Children	(K-8)	6,200	
3 Children	(K-8)	7,785	
½ day Kindergarten		2,500	3,300
3 Year Preschool		1,450	1,800
½ day 4 Year Preschool (3 days)		1,825	2,200
Full Day 4 Year Preschool (3 days)		3,200	3,550
Full Day 4 Year Preschool (5 days)		4,200	4,600

TUITION IN DEFAULT FOR PRESCHOOL STUDENTS

For families with preschool students, accounts will be reviewed at the beginning of October, December, February and April. If accounts are not current, your child may not be allowed to return to school.

TUITION IN DEFAULT FOR K-8 STUDENTS

To ensure that payment plans are being honored, parents will not have access to report card information if we have not received, half of tuition by the end of the semester/second grading period (January 14th). If tuition is not current, you will not have access to Option C. If tuition is not paid in full by the last day of school, parents will not have access to their children's report card information. When transferring, records will not be sent on to the next school if tuition is outstanding. 8th Grade students will not participate in end of year activities and graduations until all fees are paid.

* A registration fee of $100 per family will be charged in January during the registration process. This is credited toward the following year's tuition. This fee is non-refundable.

* Any child whose family has not paid the prior year's tuition AND set up a payment plan, will not be admitted to the school.

HOME/SCHOOL COMMUNICATIONS

PARENT/TEACHER CONFERENCES

Understanding between home and school is of great importance in the development of the child. Formal conferences are scheduled after report cards are issued. There are two mandatory parent-teacher conferences during the year and one optional conference. The parent-teacher conferences in November and January are recommended for all parents. In March an optional parent-teacher conference will be held.

The purposes of parent-teacher conferences are:

1. to enable home and school to meet the needs of the student more effectively
2. to establish a working relationship with parents in the interest of the student.
3. to interpret for parents their child's growth and progress in school work
4. to suggest ways parents can help students succeed in school
5. to foster communication between parent and student regarding teacher expectations.

In addition to the scheduled conferences, parents and teachers may have conferences whenever the need arises. If you wish a conference with any school personnel, you may send a note directly to the person concerned, or you may call the office for an appointment. Parents are required to meet with the teacher first to resolve a problem. If the problem is not resolved, then the school administration may be contacted.

ON-GOING COMMUNICATIONS

A weekly e-envelope of school information will be posted on the school website on Friday's. Any fliers, etc., that a parent or organization wants distributed, must be approved by the principal and sent to the office electronically. Parents may send back any necessary forms in an envelope. Please review this information promptly. A weekly 'Principal's Corner" from the school principal will highlight upcoming weekly events and topics.

A calendar and our hot lunch menu are posted on the school website monthly. These items should be saved for quick daily reference.

The "School News" section of the St. Bernard Sunday bulletin also contains information for parents and includes special times for children's Masses. Parents and friends are welcome to join in these liturgical celebrations.

If at any time a parent needs to confer with his / her child's teacher, arrangements should be made with that teacher. A phone message may be taken by the school secretary during school hours to have a teacher contact the parent at his / her convenience. Parents are NOT to call teachers at their homes. See Parent-Teacher Conferences for further information.

TELEPHONE

No teacher or child will be called from class to the phone except in an emergency. However, messages will be delivered to the teachers and students. Return calls will be made at the earliest convenience. Students are NOT permitted to use the office phone unless it is an important matter and permission is given by the principal.

VOLUNTEERS

The quality of Christian education at St. Bernard School is enhanced by the many hours that volunteers spend assisting our teachers, our office staff, and working with our P.T.G., School Board, and Athletic Association.
Parents, Grandparents, and friends may volunteer to work as aides in the classroom, type at home, assist with supervision at noontime recess, help in the cafeteria at lunchtime, or do work with the above-mentioned organizations.

Interested adults should call the School Office at 412-341-5444.

All volunteers must be compliant with the Diocese of Pittsburgh Safe Environment Policy. Volunteers are also essential to maintain the wonderful programs provided to our community.

In order to be in compliance, you will need to complete the following:

1. Apply on the Diocese Database Program on the Diocesan web page www.diopitt.org . Contact the local contact when completed at compliance@stbpgh.org .
2. Obtain State Criminal Clearance – Act 34 (This will be done for you after you complete the Diocese Database!)
3. Obtain Child Abuse Clearance – Act 151 (You will need to do this after you receive your criminal clearance.)
4. Obtain Mandatory Child Abuse reporting –Act 141.
5. Attend – 'Protecting God's Children' workshop (Check school website, church bulletin, Religious Education, or www.virtus.org for workshop dates.)
6. Read and Sign – 'Code of Pastoral Conduct' and 'Child Protective Service Law' booklet (Available in the school office.)

The quality of Christian education at St. Bernard School is enhanced by the many hours of volunteering done by parents. Each year,* through *its various means, the PTG provides new equipment and materials for our school. Please remember to contribute a box of paper, ink etc., to the school copier if your group or organization uses it. Also please remember to SAVE Box Tops. The more we save, the more equipment we will have in our school. Parental involvement throughout St. Bernard makes it a special place for all of us.

The St. Bernard School Directory has a complete listing of faculty and staff, along with a calendar. This is available to you with a membership fee to the PTG.

Saint Bernard School
2017-2018 Student Handbook
Parent Verification Form

Parent Signature

I have read and am aware of the contents of the 2017-2018 Saint Bernard School Parent/Student Handbook.

Please sign, date, and return this form to the school office by Friday, September 15, 2017.

_____ Parent Signature

_____ Date

_____ Parent Signature

_____ Date

Please list student(s) in school and their homeroom(s).

_____ Student Name/Homeroom

_____ Student Name/Homeroom

_____ Student Name/Homeroom

_____ Student Name/Homeroom

_____ Student Name/Homeroom

_____ Student Name/Homeroom