

Parent and Student Handbook

**SAINT BERNARD'S
CATHOLIC SCHOOL**



**St. Bernard's Catholic School
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Mission Statement

Through worship, education and service, St. Bernard's Catholic School assists our students and families to grow in the love of Jesus Christ in a nurturing environment.

St. Bernard's School Philosophy

We believe . . .

- **In the dignity of all as a human being and as a child of God.**
- **That the parents are the first (primary) educators of their children, and that our school should be an extension of the Christian home.**
- **In a collaborative relationship with parents in teaching Christian values, Catholic doctrine, prayer and worship, as well as concerns for peace and justice.**
- **Academic education is a life-long process directed toward the development of intellect and skills of the whole person. Their spiritual, emotional, intellectual and physical capabilities are nurtured in a safe environment.**
- **In challenging the students to be active stewards by sharing their time, talents, leadership and creativity in the faith community.**
- **In giving opportunities to contribute service in moral, economic and cultural aspects, thereby gaining a better awareness of their own responsibility in our community and world.**

The philosophy of St. Bernard's School provides pupils with an atmosphere of respect and charity in which they live and grow so that "the light of faith will illumine their knowledge of the world, of life, and of mankind." (Pope John XXIII)

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Christian Behavior Expectations

We believe the best example of how to behave is Jesus. If we follow him and try to live the Gospel values, we will always be right.

Respect rights of others (Matt. 25:40: “Whatever you do for the least of these you do for me.”)

1. Try to be like Jesus.
2. Respect other people’s feelings.
3. Everyone has the right to his or her own opinions.
4. Always tell the truth; don’t spread rumors.
5. Be accepting of people that are different.
6. Give everyone his or her own space.
7. Help people in need.
8. Respect other people’s choices.
9. Love one another and be kind.
10. Be thankful and grateful.

Respect authority. (Proverbs 4:2: “Pay attention and you will have understanding. What I am teaching you is good, so remember it.”)

1. Make Good choices to show your respect for God.
2. Teachers, students, and parents should model the Good News.
3. Control your attitude; try always to be polite and respectful.
4. Stop and pay attention to what those in authority have to say.
5. Follow parent’s directions.
6. Participate and behave in Mass.
7. Mistakes of others should always be told to them in private.
8. When there are visitors in the building, show what a good school we have.
9. Be polite, say please, thank you and excuse me.
10. Respect volunteers when they come in.

Respect property. (James 1:17: “Every good and every perfect present comes from God.”)

1. Take care of God’s creation.
2. Respect others’ property and take care of your own property.
3. Help the janitors keep the school clean, clean up after yourself.
4. Be respectful in church and quiet in the Gathering Space.
5. Respect other people’s space.
6. Do not write on desks, in books, or on walls.
7. Treat everything in the school with respect.
8. Take care and be responsible for playground equipment; use it correctly.
9. Try to find the owner if you find something.

Display a concern for learning. (Sirach 1:26: “If you want to be wise, keep the Lord’s commandments, and He will give you wisdom in abundance.”)

1. Ask questions and follow directions.
2. Model the Lord’s Commandments.
3. Use your talents.
4. Pray to the Holy Spirit for guidance.
5. Study hard, be attentive, and apply yourself.
6. Write down assignments and complete homework.
7. Take pride and do your best.
8. Offer help when others are struggling with problems.
9. Never stop learning.
10. Learn from your mistakes.

Show positive and productive character. (1Peter 4:10: “Each one as a good manager of God’s different gifts must use for the good of others the special gifts he or she has received from God.”)

1. Try to resolve your own problems, but know who and when to ask for help.
2. Use all of your talents wisely; don’t hide them.
3. Be kind to others, help them, and love them.
4. Be a nice friend.
5. Pray for sick and poor people.
6. Be serious—work hard.
7. Be thankful and happy for what you have.
8. Share your talents on special projects.
9. Don’t brag about your talents.
10. Help each other at whatever you’re good at doing.

Be prompt and prepared. (Luke 12:40: “Be on guard, therefore. The Son of Man will come when you least expect it.”)

1. Always be ready in your mind and prepared in your heart.
2. Be organized and pay attention.
3. Do things the first time you are asked and don’t complain.
4. Try to be on time for Mass, lunch, classes, recess and buses.
5. Be to school on time so everyone is ready to start at 8:30 a.m.
6. If you forget something, be ready to take the consequences.
7. Always be ready for class—that includes having homework done and pencils, etc. ready.
8. Take care of your stuff before you talk to friends.
9. Study for your tests—do your best at all times.
10. Think about your ideas before you say them.

Model appropriate social skills. (Matt 22:39: “Love your neighbor as yourself”)

1. Follow the Ten Commandments.
2. Follow the rules, whatever the situation.
3. Treat others as you want to be treated.
4. Set good examples for younger kids.
5. Treat others as equals.
6. Try to be a peacemaker.
7. Play with someone who is left out, and be a good sport.
8. Remember your manners.
9. Include others and make everyone feel welcome.

PARENTAL ROLES AND RESPONSIBILITIES

The education of your child is a partnership between school and home. In this partnership, it is important that good communication and cooperation be maintained. Parent/guardians are informed of the programs, regulations, and policies of the school. (This document, the Parent/Student Handbook, includes this information.) In assisting your child, we require the following:

1. Familiarity with information contained in handbooks and other newsletters from the school.
2. Inform the school in writing of :
 - a. student illness or absence
 - b. parental status and custodial constraints
 - c. change in transportation routine
 - d. change in address, phone, emergency contact, childcare, etc.
 - e. arrangement that might affect communication with the school
3. Meet financial obligation of tuition, fees, lunch accounts, or other accounts that apply.
4. Meet admissions regulations.
5. Comply with:
 - a. policies and regulations.
 - b. goals and objectives of the Catholic schools as identified in this parent/student handbook.
6. No student may leave the premises at any time for any purpose without a written request from the custodial parent/guardian and approval of the principal.
7. Take part in the two fundraisers and other activities that are so important to the operation of St. Bernard's School.
8. Volunteer at least 10 hours per family to assist St. Bernard's School with its many activities.

ADMISSION PROCEDURE

Policy

One of St. Bernard's primary objectives is to nurture a positive and trusting environment for children, enabling them to grow physically, intellectually, and spiritually. In order to accomplish this objective, it is necessary for children to learn to respect and care for themselves and others without regard to nationality, gender, race, and religious or ethnic background. It is the policy of St. Bernard's School to comply with state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance, or disability.

Children of all faiths are welcome. Because of limits to classroom space and financial viability of second classrooms, classroom size is restricted. Exceptions to the restricted classroom size will be at the discretion of the pastor and program principal. Families will be denied admission if they have outstanding tuition from previous years. Families with outstanding tuition may become in "good standing" with payment.

Selection Criteria: When classroom space becomes limited new students are admitted in the following order:

- a) Children of a parish family who have siblings already enrolled in our school;
- b) Children of non-parishioners who have siblings already enrolled;
- c) Parishioners not already enrolled; and
- d) Non-parishioners not already enrolled.

If there are questions or concerns about the ability of Saint Bernard's School to meet the needs of any student, additional information and/or a trial period may be established. Saint Bernard's School administration reserves the right to suggest alternate placement, deny admittance, or expel.

Admission procedures

Early Childhood Programs and Kindergarten: An admission application form will be sent to every parish family with an eligible child listed in the parish data files, Saint Bernard's School pre-kindergarten families, and inquiries. The application, along with the required tuition arrangement or registration fee, must be submitted by the registration closing date. Students will be selected using the established selection criteria. Open slots remaining after the registration closing date will be filled on a first come first serve basis.

Elementary School: To be admitted to the elementary school program, a child must have attained the appropriate age. Documentation (copy of birth certificate or baptismal certificate) of age eligibility that complies with the program must be in the student file (6 on or before September 1 to enter first grade; 5 years on or before September 1st for kindergarten; 4 years on or before September 1st for 4/5 year old pre-kindergarten, and 3 years on or before September 1st for 3/4 year old pre-kindergarten).

When the elementary registration begins, the following will be the procedure:

- a) An application\registration form will be sent to every enrolled family and the registration closing date will be advertised in the parish bulletin.
- b) The application must be submitted by the registration closing date.
- c) Students will be selected using the established selection criteria.
- d) Open slots remaining after the registration closing date will be filled on a first come first serve basis.

Waiting lists will be maintained by school administration.

Approved by the School Advisory Council: March 11, 2003.

St. Bernard's Enrollment and Class Selection Criteria

St. Bernard's follows the selection criteria stated for filling class slots. The criteria is stated below:

- a. Parish member with siblings
- b. Non-Parish member with siblings
- c. Parish member without siblings
- d. Non-Parish member without siblings

The waiting list is for students that are requesting admission to St. Bernard's school. The order on the list is for a slot in one of the classes and does not guarantee placement of choice. Students that meet a higher level on the criteria are given priority of their choice when it comes to AM or PM class placement. If there are multiple students at a criteria level then the deciding factor is their order on the waiting list. Therefore a student lower on the list may have higher priority than a student that is higher on the list, depending on where they fall in the criteria above.

Waiting List	Actual Placement
1. NP-S	2. P-S
2. P-S	4. P-S
3. NP-NS	1. NP-S
4. P-S	5. P-NS
5. P-NS	3. NP-NS

This criteria may also be used if necessary for admission purposes if class sizes become higher than we are allowed by law.

Enrollment Procedures

Each spring, pre-registration is conducted in the school to determine as closely as possible the enrollment for the next year. Class size is limited to 10 for the 3-4 year old pre-kindergarten class, 11 for each 4-5 year old pre-kindergarten class, 22 for the kindergarten class, and 22 for grades 1-5 per classroom. To facilitate planning and budgeting it is important to know the number of children returning for the following year. Applications are accepted as per the Admission Procedure, above.

Preschool, Prekindergarten and Kindergarten Admission Requirements

A pupil must be 3 years of age by September 1 to be in the three-year-old Preschool program and four years of age by September 1 to be in the four-year-old Prekindergarten program.

The school will follow state law regarding admission age to kindergarten. A pupil must be five years of age by September 1. To enter first grade a pupil must be six years old by September 1 or have completed kindergarten.

The school administrator, parents, and kindergarten teacher determine early admission to pre-kindergarten or kindergarten. This decision is based upon early admission testing results and/or the recommendation of preschool teachers.

Preschool and Prekindergarten deposit/withdrawal policy

Due to the uncertainty of children being ready in the fall, our waitlist for Preschool and Prekindergarten classes St. Bernard's requires a \$125 deposit to hold your child(rens) place in class for the upcoming year. This deposit will be applied to tuition if the student attends. The deposit will be refundable if withdrawal is done prior to August 1st. Any withdrawals after that date will make the deposit non-refundable. This is to help us when it comes to staffing, planning, and placing of students into AM and PM sessions.

Preschool and Prekindergarten class size policy

In an effort to maintain consistent numbers and even class sizes, St. Bernard's Preschool and Prekindergarten have set a maximum and minimum for AM and PM class sessions. The maximum per session will be 10 students and the minimum will be 5 students. Depending on unique situations and the total number of students enrolled we reserve the right to be flexible with these numbers.

Admittance Requirements for all Programs

The following requirements must be submitted prior to admittance:

- Registration form
- Child information form
- Parental Statement of Health of Child
- Certificate of Immunization
- Release of Records from Prior School Form

Re-enrollment for St. Bernard's School

A re-enrollment application is required of all students by May 1st to secure a place for the following academic year. After May 1st, the openings are assigned to those applicants on the waiting list.

Federal and State Anti-Discrimination Policy

In fulfilling the obligation imposed by federal and state anti-discrimination laws and regulations, the following resolution was adopted by the Crookston Diocesan School board on May 4, 1976:

It is the policy of the Catholic schools of the Diocese of Crookston to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no persons in any school listed below, and further listed in "The Official Catholic Directory" (published annually by P.J. Kennedy and Sons) shall, on the grounds of race, color, national and ethnic origin, sex, marital status, status with regard to public assistance, age or the benefits of, or be otherwise subjected to discrimination under any educational program, or in employment or recruitment, consideration or selection, whether part-time or full-time under any educational program, employment, or activity operated by the school.

Cathedral School, Crookston

Sunrise Center for Children and Families, Crookston

Holy Rosary School, Detroit Lakes
Sacred Heart Elementary School, East Grand Forks
Sacred Heart High School, East Grand Forks
St. Bernard's School, Thief River Falls
St. Joseph's School, Moorhead
St. Mary's Mission School, Red Lake
St. Philip's School, Bemidji
St. Michael's School, Mahanomen

(List of schools updated September 1, 2010)

Transfer of students

In general, students will not be accepted at St. Bernard's after the beginning of the school year unless there has been a change of residence or other extenuating circumstances. Prior to admission, the school and the parent/guardian of the student(s) should agree on the tuition and other expense obligations, and other expectations concerning completion of that school year.

All students transferring to St. Bernard's School during the school year will be on a probationary period of two weeks. After two weeks the student's academic and behavior standing will be reviewed and a determination made as to whether the probationary period be extended to one month. After one month another determination will be made as to whether the student is able to abide by the rules and whether his/her academic needs can be met by St. Bernard's.

FINANCIAL INFORMATION

St. Bernard's School Tuition and Tuition Assistance Program

Tuition is set each spring by the School Advisory Council. During registration parents/guardians are notified about tuition for the following year. Any family may apply with the pastor or school administrator for assistance with tuition through our tuition assistance program. Tuition assistance is limited so assistance will be granted on a first come, first serve basis.

School Tuition Billing Procedure

Tuition is paid to St. Bernard's School through SMART Tuition, a tuition management company. Through SMART, parents may select a payment method option when they register their child. Options are monthly, quarterly, or semiannually, and can be paid through direct withdrawal from the parent's checking account or by receiving a monthly statement from SMART.

Meal Service Fees

Breakfast is served daily one-half hour before the opening of classes. Money must be placed in the student's meals account prior to pay for meals. The cost of breakfast and lunch is set annually. St. Bernard's offers free and reduced-priced meals for those who qualify. The meals are an offer vs. serve program that means students must select two of three breakfast components and three of the five basic lunch components of a balanced meal. *Lunch account statements will be sent home weekly to each student at or below \$5, with the current balance on student account. Once a student's account drops below -\$25 the account will need to be replenished within 1 week. If it is not replenished a meeting with the principal will then take place. The student will then be served an alternative meal of a peanut butter/jelly sandwich, fruit, vegetable, and milk until the account is replenished.

Late Enrollment or Early Withdrawal

School tuition (K-5) is subject to proration for those who do not attend the entire school year. Registration fees are not refunded or prorated.

Volunteers

Volunteers are vital to the smooth operation of St. Bernard's School and help to keep tuition at a more manageable level. Volunteer opportunities will be discussed at the Open House and in the Volunteer Brochure sent home in the Back to School Packet. Anyone who would like to help out in any capacity beyond the suggestions on the sheets is asked to contact the school office.

Volunteers can serve the school as classroom aides, clerical aides, chaperones for field trips, painters, cleaners, carpenters, electricians, help with fundraisers, and various school activities.

Fund raising is an important part of the financial picture at St. Bernard's School. We hold only two required fundraisers during the year; the Month of Money in the fall and the Main Event in the spring. Participation in these fundraisers is critical and also much appreciated that parents are willing to help when the needs arise. Students like to see their parents involved, and we become a better school family when we meet each other and work together. Because of all of this, it is required that all families will volunteer at least 10 hours of services throughout the school year for such events as the Golf Tournament (August), Scholastic Book Fair (October), Christmas Blast (December), the Seder Meal (held on Holy Thursday), or some of the Parish/School Fish Fries (held in December and during Lent) or any of the other activities listed in the brochure. Any family that does not fulfill their 10-hour requirement will have \$25 per unmet hour added to their tuition.

Donations

Toys, materials, items for art projects, records, and books are always welcome. Please contact the school office (681-1539) before bringing in your donation.

St. Bernard's Curriculum **Curriculum**

Curriculum studies are done annually on a five-to-seven year rotation plan for all academic areas, with materials updated to meet the curriculum needs. A computer lab and tablets are used to enhance the curriculum.

Library

Many of grades one through five walk to the public library once a week. St. Bernard's School library is open to all students and they are encouraged to use the facilities and materials. For the benefit of those reading or studying, the students must observe quiet and order. Those who check out books are asked to return them promptly. Even though books may be unintentionally lost, they must be paid for.

Music

Music is a required class in all grades. Piano lessons are available during the school day and after school hours on the premises. Organ lessons are available after school upon request. Also, orchestra is available, with lessons at St. Bernard's School during the school day.

Physical Education

State law requires that all pupils participate in physical education classes. If a child needs to be excused from a physical education class for health reasons, a written statement to that effect from a physician must be brought to the teacher. All students must wear tennis shoes for physical education classes. Our Physical Education program takes place on the playground in September and May, and in the gymnasium at the City Auditorium (1/2 block east) in October through April. Students must have an extra pair of tennis shoes to change into (or wear boots to the Auditorium) in order to minimize tracking in wetness or scratching the gym floor surface with possible rocks caught in their shoe's soles. Students that do not have gym shoes will need to sit out of class until they have them.

Religion

Religion classes in a Christian environment provide a setting for the child acquiring the knowledge that he/she will need to form attitudes and habits that will make him/her a good Catholic/Christian.

The classroom teacher, priest, or administrator of St. Bernard's Parish will teach religion. A Catholic/Christian environment will permeate the classroom.

Students will participate in Friday's all-school liturgies at 8:35. Parents and parishioners are urged to join the students and faculty for this weekly liturgy. Daily Morning Prayer is held for 1st through 5th grade on Monday, Wednesday, and Thursday in the gathering space. Tuesday students participate in classroom prayer, and Friday they participate in Mass. The principal and faculty prepare prayer services. Service projects are performed throughout the year.

The parish priest is a vital part of the school faith community and celebrates liturgies with the children and faculty weekly. The priest is available for classroom visits and is invited to join the faculty and students for Morning Prayer services.

Students participate in Reconciliation services twice during the year (Advent and Lent) with opportunities for individual reconciliation.

There are parent preparation courses for parents of students who are preparing to receive the sacraments of Eucharist and Reconciliation. Contact the Religious Education Office for information on these programs.

Language Arts

Language Arts are taught in grades K-5. Language Arts includes the areas of reading, writing, spelling, phonics, listening, and grammar. The curriculum is Pearson Scott Foresman Reading Street 2008.

Social Studies, Science, Health, Math, Art, Computer Education, and Safety and Drug Instruction

These areas round out the instructional curriculum. The Foss curriculum is used in Science. The Math curriculum is the Saxon Math program. St. Bernard's incorporates technology into their daily curriculum according to ISTE standards. Students learn the basic operation of computers and iPads to enhance learning in the various subject areas, as well as keyboarding. Fifth grade students participate in the D.A.R.E. program sponsored by the police department.

Special Education

Students with special needs that cannot be met at St. Bernard's may qualify for services provided with state and/or federal funds. These services are provided by the specialist staff of District #564 at St. Bernard's School and at Challenger Elementary. Services included are: Title I, speech therapy, special learning disabilities, educable handicaps, developmental handicaps, behavior problems, and low incidence handicaps.

Guidance Services

Guidance is the process by which the school helps each child develop his/her spiritual, intellectual, emotional and physical capacities to the fullest possible degree of maturity. All guidance services are for all children.

Help for children with special social and behavioral problems is available. Counseling is available on a referral to the public school.

Extra-Curricular

Activities available to St. Bernard's students are:

- Basketball: boys and girls, through the TRF Backcourt Club
- Hockey: boys and girls, through the TRF Amateur Hockey Association
- Summer Baseball and softball: through the TRF Park Board
- Wrestling: through School District #564
- Orchestra is available through School District #564 after school
- Piano lessons during the school day
- Cub Scouts and Brownies
- Soccer: available through the Thief River Falls Soccer Association
- Figure Skating: Available through the Thief River Falls Figure Skating Club
- Swimming and all Park & Recreation activities in the summer
- 4-H available through local clubs

Academic Procedures

Report Cards and Conferences

The school has a combination system of reporting school progress to parents. Parent-teacher conferences are held in the fall and spring. Report cards are sent home at the end of each quarter. Report cards need to be returned to the school at the end of the 1st through 3rd quarters and then may be kept at the end of the school year.

Conferences provide an opportunity to share with parents/guardians the progress of the student. There are conferences scheduled for both the fall and spring. Fall conferences are mandatory; and spring conferences are optional/as needed. School personnel are always willing to discuss student progress and academic needs and do so regularly through the school year. Please feel free at any time to contact your child's teacher for input.

Visiting School or Meeting Children during School Hours

All visitors to the school must first check in at the school office. If it is necessary to see a child during school hours, please report to the office and sign the visitor's sheet. Before you leave, please stop in the office to sign out. Teachers are instructed not to allow children to go with or talk to any other adult who comes to their classroom. This is for the safety of the children.

Testing/Assessment

The testing program provides information concerning ability and achievement. Data from these tests are kept in a cumulative folder that is an essential part of a pupil's school records. When a pupil leaves the school system, a transcript of the record is mailed to the new school at the new school's request, with the parent/guardian's written permission.

Classroom teachers give tests of academic achievement. The following tests are given:

- NWEA Math, Language Arts, and Reading tests are given in the fall to 2nd through 5th grade students. NWEA Science tests are added to the 2nd through 5th grade spring tests. Spring NWEA tests of Reading, Language Arts, and Math are given to K through 5th grade students.
- Basic reading tests and math tests are given upon completion of each grade level.

Homework

Homework is a necessary part of the child's education. It enables the student to practice independent work, apply what has been learned, and prepare for the next day's lesson. It also provides the parent/guardians an opportunity to participate in the child's educational growth. There is a homework policy for Fourth and Fifth grade students that both parents and students must sign at the beginning of the school year. A sample of this policy is in this handbook on page 32.

Textbooks

Textbooks are assigned and the student is responsible for keeping them in good condition. The student's family to whom the book is assigned will be required to pay for any damage or loss. Teachers will note the condition for the book when it is issued.

Grading Policy

Academic subjects, at St. Bernard's, are percentage based. The percentages in grades one, two and three lead to scores of E (excellent), G (Good), and N (needs to improve). The percentages in 4th and 5th grade lead to letter grades of A, B, C, D, and F. Student behaviors, in grades 1-5 are scored with E, S, and N. In Pre-K, grades are A(Almost Always, W(working on) and NY (Not Yet). Kindergarten progress reports score academics and behaviors as A + (almost always), - (sometimes), and N (not yet).

Student Records

St. Bernard's School keeps a file on each child currently enrolled in the school. This file contains original registration information, a health record, a record of scholastic achievement and achievement tests results. A copy of this file or any part thereof will be sent to schools, doctors, etc. upon receiving written permission from the parent. Any official school records or forms requested by a doctor, psychiatrist, etc. will be mailed or faxed directly to the recipient, not hand delivered by a parent.

This file is accessible only to teachers on the staff and possibly by the Special Education Departments in which the student resides. When a child leaves the school, these records are forwarded to the new school upon written request from the parent or the new school. By Federal and State laws, a parent, legal guardian or student who has reached the age of 18 has the right to inspect and examine the educational records for that student in the presence of the principal in the School Office. A request form must be signed prior to the examining of records. Please make an appointment with the principal in advance. Should a parent wish to have a copy of any portion of the educational records, copies may be obtained at the actual cost of reproduction.

Non-Custodial Parents

If one parent has claimed legal custody of a student, the Office must have copies of the court document stating this order. If arrangements have been made between the custodial and non-custodial parent to pick up or see a child, the custodial parent must call or send a note to the Office to that effect; otherwise, the Office will make every effort to contact the custodial parent for permission before releasing the child to the non-custodial parent. In general, communications (handbook, report cards, behavior reports, conference requests, newsletters, etc.) are sent to the custodial parent. If a non-custodial parent wishes to have this information mailed, please contact the school office (681-1539).

Promotion/Retention

Students who achieve the learner outcomes for the grade to which the student has been assigned and who indicate a readiness for work at the next grade level shall be promoted to a higher grade. Occasionally, children have difficulty making the progress that is expected. If this occurs, the classroom teacher(s), the principal, and the parent along with the Child Study Team (Title teacher, Psychologist, Special Education instructor, and so on) will determine the course of action which may include, but is not limited to: special education services, retention, modification of programs, or alternate placement. Students shall be retained only if the principal, teacher, and parents determine that the student is likely, if retained, to achieve at grade level or above during the additional year in that grade level.

Attendance

Absence and Tardiness

It is very important for students to be in school. Students miss out on valuable instruction and experiences that cannot be made up when they are gone. These experiences and learning opportunities cannot be made up at home, after school or during recess times. While St. Bernard's teachers are willing to aid students that miss instruction/assignments, it is the responsibility of the parents/student to complete makeup work and assignments that they miss when they are absent.

Parents/guardians are to call the office on the day of illness or unforeseen absence. If the parent/guardian has not called the office by the time that attendance is taken, the office assistant or administrator will contact the parent to check on the absence. Should there be no answer, the work numbers or emergency numbers will be called until contact is made.

Excessive tardiness/absences will result in a consultation by the administrator with the parents/guardians to seek a solution to the problem. If a student misses more than 20 days of school, there will be a consultation with the parents, administrator, and teacher to discuss the circumstances. If a student accumulates an excessive amount of unexcused absences, truancy charges may be filed with the county attorney.

Excusing Children

From time to time, parents request to have children excused from school. The only reasons for which we can legitimately excuse children from school are:

- Illness of the child.
- Illness or death in the family.
- Appointments with the doctor or dentist. (please attempt for after-school appointments or appointments during holidays/days off)
- Religious observance.
- Special reasons pre-approved/communicated with the School Administrator.

When possible, requests to have children excused from school should be made in advance.

Although St. Bernard's School recognizes that there is sometimes circumstances in which vacations take place during the school year. Vacations during school times are discouraged for a number of reasons. . We appreciate any attempt made, in this line, to use a holiday whenever possible or to use just a few days before or after the holiday in planning the extended vacation. If a family vacation is planned, make sure to do the following:

- Notify the school administrator and teacher at least one week in advance.
- Communicate plan for work being requested/made up for the child during the absence.
- Missing assignments will be given the child upon returning to school.
- It is the responsibility of the parent/guardian to supervise the completion of this work.
- Work must be completed within the classrooms designated timeline.

Releases

No child will be released to anyone whose name does not appear on your emergency form without specific instructions from you.

Withdrawing Children

If a family is moving and wishes to withdraw their child/children, they need to notify the school administrator of the new address and the date of the last day the child/children will be in school. Also, please come in to pick up the child/children's report card/belongings and return the parent/student handbook.

Leaving the Grounds

Once children arrive at the school, they will need permission from the office to leave the grounds during the day. Field trips require a written permission on file in the office for each student, which is signed by parents each year on the registration form. Parents will be notified in advance of each field trip taken.

Discipline Procedures

Keeping Children After School

Teachers may occasionally keep children after school for making up work or for disciplinary reasons. The teacher will notify the administrator and parents before this is done.

Discipline

All students at St. Bernard's are expected to conduct themselves in a responsible, Christian manner at all times. This includes structured time (class, Mass, and so on) and unstructured time (recess, lunchroom, bus, hallways, bathroom, and so on).

St. Bernard's believes that children need to be in an environment in which there is a concerned teacher who will set firm, consistent, positive limits while providing warmth and support for their appropriate behavior.

The school follows a modified plan based on "Positive Discipline." This includes a classroom discipline plan with reinforcement for appropriate and on-task behavior and disciplinary consequences for disruptive or continually off-task behavior.

Student Privacy Issues

St. Bernard's School reserves the right to search desks, computer desk tops, or any other school property. St. Bernard's School also reserves the right to search anything that is brought onto the school grounds including electronic / digital equipment.

Policy Against: Harassment, Assault/Violence, Bullying

The best learning environment will occur when both teachers and students recognize each other as temples of the Holy Spirit and worthy of deep respect; this will encourage good qualities of self-control and a welcoming, peaceful school environment. In light of this, St. Bernard's policy to prevent harassment, bullying, and assault/violence is:

1. Everyone at St. Bernard's School has a right to feel respected and safe.
2. A harasser may be a student or an adult. Harassment may consist of physical or verbal acts towards another person or group.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, the school administrator, the pastor, or the Superintendent of Diocesan Schools.
4. If you're not comfortable telling someone, you may also make a written report. It should be given to a teacher, the school administrator, the pastor, or the Superintendent of Diocesan Schools.
5. Within the situation, confidentiality will be maintained as much as possible.
6. St. Bernard's School takes seriously all reports of harassment or assault/violence, and will take all appropriate actions based on your report. That appropriate action may be automatic suspension or expulsion.
7. St. Bernard's School will take action if anyone tries to physically or verbally intimidate or harm you because you have reported.
8. St. Bernard's has a strict policy against any kind of bullying. Bullying means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived to cause distress to one or more students and which substantially interferes with another student or students educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effects of harming a student, damaging a student's property, places a student in reasonable fear of harm, or creates a hostile learning environment for that student. (Diocese of Crookston). If this occurs, report alleged acts immediately to the appropriate school official and appropriate action will be taken.

Weapons Policy

Weapons: Any firearm, any device designed as a weapon, any device capable of causing threat to one's physical safety, or any device used with the intent to cause bodily harm.

Any person possessing or threatening such devices will be subject to disciplinary action, which may include suspension, expulsion and formal prosecution by the authorities.

Corrective Actions

Definitions:

Student conference – Depending upon the violations and the seriousness of the action, a student may be given warning that if a violation occurs again, the students, parents or guardians will be notified.

Parental conference - If a student violates a rule, the parent or guardian may be notified and a conference may be required.

Detention – A teacher, principal, or designee may detain a pupil after school for correction of a violation of school regulations, including tardiness to class. Any pupil, who is told by a teacher to report after school and who, for any reason, cannot report, must first clear the absence with the teacher, principal or designated representative.

Suspension – In-school or out-of-school suspension means an action taken by the school administration prohibiting a pupil from attending school/classes for a period of time no more than five consecutive school days. The purpose of suspension is to remove the student from the normal school environment and to provide time for professional staff, parent/guardian and student to discuss the matter and bring about an agreement on future conduct. Parents or guardians will be notified of all suspensions.

Expulsion – Expulsion means an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year.

Alternative program – Alternative Program means educational opportunities that are available within the area, possibly a different school setting.

Referral to Juvenile Authorities or Police – The principal or designated representative will contact juvenile authorities or police if a student's misbehavior is too extreme that a law violation may be involved. Every reasonable attempt shall be made to notify parents at the same time juvenile authorities or police are called. If the officer indicates that he/she is arresting the pupil, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter and the principal or designee shall not interfere with the student's removal from the building.

Use of Reasonable Force – Teachers are allowed to use reasonable force to restrain a student from injuring self or others or from damaging property.

Suspension and Expulsion

Suspension for a just cause or expulsion of a student is a serious action on the part of a school. This may offer the only effective way of communicating to the student that his/her conduct is unacceptable and emphasizing to the parent/guardian that they must become immediately involved in helping the student meet school standards for acceptable conduct. In cases of expulsion, parents have a right to a hearing before St. Bernard's School Advisory Council.

Safety and Health

Fire, Tornado and Lockdown Drills

The School Administrator will organize and carry out fire drills in accordance with state law. In order that emergency instructions may be heard and understood, there can be no talking or other unnecessary noise during fire drills. Tornado drills will be conducted annually. PreK – 5 will go to the basement in the event of a tornado. Lockdown drills will also be practiced during the school year.

Vision and Hearing Screenings

Vision and hearing screenings are conducted annually in specified grades. Referrals for correction are made to the parent/guardian and notification of referrals is given to the school office.

Health Services

St. Bernard's office assistant is a health aide and available during the day for health needs. In case of serious injury or illness, 911 will be called and an attempt will be made to reach the parent/guardian immediately. It is absolutely necessary that the school know what is to be done in an emergency when parent/guardian cannot be reached. Emergency information is requested annually for this reason. It is very important that the school be notified of any change in this information.

Medication Policy

The office assistant or administrator as per the written directions of the parent/guardian will administer all medications, including cough drops, in the school office.

All prescription medications to be administered in the school must have a properly labeled prescription from the pharmacy and include consent in writing from the parent including dosage directions. Medications will be kept in the office and administered only by the office assistant or administrator.

When Your Child Is Ill

At one point or another, every parent of a grade-schooler has to face the tough choice of whether or not to send a sick child to school. It can be tough to know, especially with younger school-age children, whether or not you really are dealing with a sick child. It's a major issue, especially for working moms and dads. Here's a quick guide to when you should keep your sick child at home and when you can take a chance that he'll feel better once he gets into his school day.

Keeping children home when they are too sick for school protects other students and staff from potential illness. At this age, children easily pass germs through their play and close contact with each other. If your child has any of the following symptoms, please do not send him/her to school until they have recovered. Certain conditions may require a student to have medical clearance prior to returning to school. It is also important that parents communicate symptoms and conditions that are present to the school to prevent the potential spread of illness. It will be necessary to pick your student up from school, if he/she shows any of the following symptoms at school:

Lice, scabies: Children may not return to school until they have been treated and are free of lice and nits (eggs). Children must be checked in the office before coming back to school. Children with scabies can be admitted after treatment.

Congested cough and/or runny nose: continual coughing and greenish nose discharge. Conditions may be contagious and may require treatment from your health care provider.

Sore throat: especially with fever or swollen glands in the neck.

Ear infection: with fever, or inflamed and draining. Without fever a child can attend school, but may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.

Eye infection: pink eye (conjunctivitis) or thick mucus or pus draining from the eye(s).

Unusual appearance, behavior: abnormally tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.

Open or draining skin sores

Strep throat, Impetigo, Chicken Pox, Shingles, or other communicable diseases

Keep a Sick Child at Home if You See the Following:

Fever: This is one symptom that automatically rules out school, no questions. Anywhere from 100 to 101 degrees or higher. Your sick child needs to be fever-free without medication for at least 24 hours before you send them back to school.

Diarrhea: This could be a sign of a viral infection, so it's best to keep your child at home if they have had more than one watery stool in a 24 hour period, especially if the child acts or looks ill. It is also important to keep rehydrating him with an oral rehydrating solution when he has diarrhea, and the best way to do that is by keeping him at home.

Vomiting: Aside from the fact that your child won't be comfortable, they could continue to vomit. Keep them home until 24 hours have passed without throwing up.

Congested cough and/or runny nose: This depends on how severe the cough is. Coughs can spread infection to other students. A serious cough can also keep a child from getting a good night's rest, which means they'll be too tired for school in the morning. As a general rule, if your child has a serious continual cough and it is accompanied by greenish nasal discharge and/or breathing-trouble, call your doctor and keep your child home. But if it is just a mild cough and they have no other symptoms, they can probably go to school.

Rashes: Skin rashes could be a sign of an allergic reaction or of a contagious infection, such as Impetigo, or Fifth's. A rash should be evaluated by a physician before sending your child to school, especially if accompanied by a fever or itching.

Pinkeye (conjunctivitis): This infection can quickly and easily spread from one child to another, as many parents of grade-school age children already know. Keep your child home until the doctor says he is no longer contagious.

Consider Sending Your Child to School if You See the Following:

Stomachache: This one can be tough to call. If he doesn't have diarrhea and is not constipated, tummy trouble could be caused by any number of things from anxiety to food poisoning. If the stomach pains seem minor and he has no other symptoms, send him to school. Later, you can talk to him about any emotional issues that may be on his mind.

Ear infection: As with coughs, you should evaluate all his symptoms before making the call. If he has mild ear pain, he will likely be fine; but if he is clearly uncomfortable, he will have trouble concentrating in class anyway, and should be kept at home. If there are any other accompanying symptoms, such as a fever, it is a definite sick day.

Runny nose: If you kept your child home every time he had the sniffles, he'd miss a lot of school. Use your own judgment. If your child has a runny nose, but otherwise seems fine, then it is probably reasonable for him to go to school.

You, as parents, know your child best. Trust your instincts. If your child seems lethargic and just not themselves, keep them home and monitor for any signs of illness. Use your discretion; your child may not have symptoms listed above, but if you feel he/she may not have a successful day at school, please keep them home. If you have a problem with daycare for your sick child, or if it is difficult to get off work when you need to stay home, take the time to figure out an emergency plan to cover those sick days.

If your child is ill, please call the school office at (218) 681-1539 to report the illness. Contagious illnesses are tracked by the office and kept confidential. If you have any questions regarding the above information, please contact Randy Schantz at randy.schantz@stbernardstrf.com or (218) 681-1539

Accident Insurance

Voluntary accident insurance is offered to parents through Catholic United Financial for a nominal fee.

Playground Safety

Staff supervises the playground during the morning and noon recess. All children go outdoors at these times, weather permitting. If, for some reason, the student should not be outside, a written note must be sent to the teacher each day the student is to be excused from recess. During the school hours (8:30 – 3:30) and during morning and evening bus transfers, vehicles are NOT to be driven on the playground.

Our Extended Care Program makes use of the playground during the hours of 3:30 to 5:30. Because of supervision and safety issues when they are on the playground, we are reserving playground use for Extended Care only during that time. *Any other individuals will be asked to leave the premises during those hours.

First Aid/Emergency

If an accident appears to be serious, parents/guardians will be contacted. Appropriate action will be taken to care for the student.

Child Abuse

Physical abuse, sexual abuse, and/or neglect are serious conditions. The staff must report such abusing in accordance with the provisions of Minnesota Statute. Chapter 626.556. The law further provides that any person who is required to report and willfully fails to do so is guilty of a Class B misdemeanor. Child abuse or neglect may be:

1. Emotional: failure to provide warmth, attention, and supervision of normal living experiences.
2. Physical: shaking, beating, burning, or failure to provide the necessities of life.
3. Verbal: excessive yelling, belittling or teasing.
4. Sexual: incest, or other inappropriate sexual activity in the family or outside the family.

Children . . . Beware of Strangers

School personnel and parents must work together in warning children of potential danger in contacts with strangers, while going to and from the facility, or on outings away from the facility. Incidences of this nature have increased in recent years. At regular intervals, teachers/parents should plan to visit with the children about what to do if strangers approach them.

Storm Days/Storm Homes

St. Bernard's School follows the closing announcements for inclement weather as given by school district #564 due to them providing our transportation. Each family should have a designated storm home/plan in the event that buses do not run to outlying areas.

General Policies and Procedures

Schedule of the Day

The school building opens at 7:45 on a regularly scheduled school days. The school calendar, because of busing, is set chiefly by School District #564, as are weather related closings. Emergency closing of school will be announced over KTRF-KSNR (AM 1230) and KKAQ-KKDQ (FM 1460), WDAZ TV, Facebook, and Remind notifications, as an inclusion with the public school announcements.

Early arrivals at school are discouraged, as the staff is using this valuable time to prepare for the day or are in the school office from 7:45 to 8:00 for staff Morning Prayer, thus not being able to supervise your child. Students arriving early **must** wait in the cafeteria, and should have a book to read or other silent activity to do until they are excused to go to their rooms at 8:00. If you drive your child to school on extremely cold, rainy, or stormy days, be sure that the child is safely in the building before leaving.

Walking students are to go directly home at dismissal times. Bus students are to wait for their bus at the Duluth Avenue entrance and proceed to the bus as appropriate. Parents who are picking up their children after school are asked to pick them up from the Duluth Avenue entrance, as well, so that staff can monitor their exits. Students are not permitted in the school after hours unless directly supervised by a teacher or other adult. **ALL STUDENTS ARE TO GO HOME USING THEIR USUAL ROUTE UNLESS A NOTE/CALL FROM PARENTS IS RECEIVED PRIOR TO 2:45.**

Telephone Usage

The use of the phone is restricted to adult use. Students are only allowed access for emergency matters and must ask for permission. The usual routines of arranging after school travel and friend visits should be taken care of before the child leaves home in the morning.

Cell Phones/Other Electronic Devices/Any Other Property of Value

Cell phones should not be brought to school by students without parental knowledge and permission. Cell phones are not to be turned on and/or used in the building during scheduled school instructional hours. The use of cell phones is prohibited in bathrooms at all times. If a student is found to be using a cell phone in the building during instructional hours, the phone will be brought to the office to be returned to the student at the end of the day with the warning that if there is a second violation and for all other subsequent violations a parent will be notified and required to come to the office to pick of the cell phone.

Students should not bring any electronic devices (hand-held games, etc.) to school. If a student is found in possession of one of these devices, the same consequences will occur as with cell phones. These devices should stay at home so that the student does not run the risk of having that item or other valuables stolen. This restriction also includes other items of value, including cash.

Address, Email, and Telephone Change

Please notify the school of any address, email or telephone change, including parent/guardian work number and address.

Sending Money to School

Whenever money is sent to school, it is requested that the money or check be placed in an envelope, with the child's name, grade, amount of money, and what it is to be used for written on the envelope. Any checks should be written to "St. Bernard's School" unless otherwise indicated. Please utilize the locked Drop-Box next to the Principal's office when sending checks or cash to school.

Field Trips

Various field trips are planned annually to enhance the curriculum. A parent's consent on the beginning of the year registration form is required before any student may leave the school grounds for field trips. Parents will be notified in advance of each field trip planned. No student will be permitted to go on a field trip unless the permission slip on the registration form is signed and on file in the school office. All field trips are to be within a reasonable distance from the school. The students will walk whenever possible. Cars and buses will be used when necessary. Field trips are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Transportation/Bussing

The Thief River Falls School District #564 provides bus service. Buses run before, during and after the school day for children in grades Pre-K to 5. Students must live more than a mile from St. Bernard's School or be transported to or from a day care that is more than a mile in order to be bused to or from school. Students in grades kindergarten through fifth are automatically transported (if they are traveling more than a mile from St. Bernard's); students in preschool and prekindergarten may be transported if their parents pay the monthly transportation fee to St. Bernard's School office.

School Supplies

A list of classroom supplies for the next year is sent home with the report cards at the end of the preceding school year as well as in the fall Back-to-School packets. The supply listed will also be posted on the school's website.

All personal belongings should be well marked.

Tennis shoes are required for physical education classes. They should have an extra pair of shoes to wear in the City Auditorium. Because of wetness and rock/dirt issues, we ask that students not wear the same shoes to the auditorium that they will be wearing during physical education.

Parties/Invitations

Normally, two class parties are planned during the school year. These are generally held before Christmas and near Valentine's Day. Birthday treats are limited to prepackaged or commercially prepared treats and should be from the suggested snack list from the Wellness Policy, which is included in the fall Back-to-School packet. No personal party invitations are to be handed out in class or on the school grounds unless all members of the class are invited. Teachers will designate the time that invitations can be distributed and will strictly enforce this policy. Please mail individual party invitations to invite students to private parties. Personal home addresses will not be provided by St. Bernard's School. If students are having birthday parties at their home, transportation is the responsibility of the parent and not the public school district. If parents wish students to ride home on the bus together, parents must contact their child's bus driver with prior notice and a listing of the students' names, parent names, and phone numbers of those who will be riding the bus. The bus driver has the right to deny the group a ride if he/she has no room or if the notice of the group was not made in a timely manner. The reasons for this procedure are the possibilities of overcrowding, fair notice to the driver, and, in case of an accident, parents can be notified and less liability upon the part of the public school district.

Outdoor Play

Parents should always plan on your child going outside for recess when dressing him or her for school in the morning. Generally, a child who is too ill to go outdoors is too ill to be in school. Requests to keep a child indoors during recess for more than two consecutive days will need to be accompanied by a physician's statement.

Playground

Teachers supervise the playground during regularly scheduled recesses. All children are to go outdoors at this time, weather permitting. The principal will determine whether the conditions are appropriate during the cold winter months. If the temperature/wind chill is extreme, (-10 degrees or more wind-chill) students will not have recess outdoors. Careful consideration will be taken when determining the appropriateness of outdoor recesses. The playground is the lawn and asphalt parking lot and/or area near the playground equipment on the south side of the Duluth Avenue entrance. For safety reasons, playing is not permitted in front of the church or school or around the rectory.

Extended Care Program

St. Bernard's offers an extended care program on school days from 3:00-5:30. Parents must register/call ahead of time to arrange for students to be in the program.

Dress Code

Students are to be neat and clean. Clothing with inappropriate pictures and/or words are not allowed. During warm and cold weather, students should be dressed appropriately for the weather. Shorts are allowed in warm weather, but we ask that students not wear shorts that are shorter than mid-thigh or that are exceedingly tight (spandex shorts, etc.) or tops such as halter tops, tube tops, or tops with spaghetti straps. Students can be required to cover up/wear something over these articles at the discretion of the principal. If a student comes to school wearing inappropriate clothing, the parent will be called to either bring an appropriate change of clothes or pick up the student to go home and change. Shoes must be well-fitting and appropriate for the playground. Sandals need to be the type that will stay secured to the foot with straps. Students are strongly urged to avoid flip-flops for safety reasons. High heels are allowed; meaning nothing higher than one inch.

Interpretation of the Parent/Student Handbook

St. Bernard's School retains the right of interpretation of this handbook. The principal may amend the handbook for just cause.

Pesticide Application Notice

A Minnesota state law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. Here at St. Bernard's School, only two pesticides are used on an as needed basis: Stinger (sprayed into the wasp/hornet nests early in the morning or late in the evening) and Terro (used to control ants). There is an occasional application of fertilizer applied to the grass areas. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications, please contact the school office (681-1539).

Communication Process

Communication

Communication will take place through several methods. Remind101, Facebook, Email, school website, weekly bulletins and monthly newsletters will be utilized to provide information digitally. Other items such as class newsletters, handouts, and flyers will also be sent home from administration and teachers as needed. Please check your child's book bags and folders regularly for such correspondence.

Expressing Concerns

It is very important that the school and home work together to assure the educational needs of each child are met. Concerns can be expressed face-to-face, by phone, or email. When a concern arises the following approach is encouraged.

- Talk to the teacher about the concern.
- If the issue continues, talk to the School Principal.
- If the issue is not resolved talk to the Pastor.

Please follow the chain of command when dealing with difficult issues. It is important to take concerns to the source. Clear communication ensures that confidentiality is kept, and that concerns are dealt with in a timely and appropriate manner.

Incoming Calls

Incoming calls for the purpose of delivering a message to a school child can be received throughout the school day. The office assistant and/or administrator will be available daily to receive calls from 7:30 a.m. to approximately 4:00 p.m. If no one is in the office to receive your call, please leave a message on the answering machine.

Notes from Home

Whenever the usual routine of a child is to be changed, such as picking the child up after school or during school hours, please send a signed and dated note with the child. The school staff cannot and will not rely on verbal information from a child, regardless of age.

**Student Internet and Computer and iPad
Use Agreement
Grades K-2**

The following agreement is to be read to and discussed with students in grades K-2 by their parents or guardians. Both the student and parent/guardian must sign this document. Please return this agreement to the computer instructor at school so it can be placed on file. Thank you.

Personal Responsibility

1. As a Kindergarten- second grade student at St. Bernard's School, I will participate in use of the Internet in an acceptable manner. This means:

- I will attend to the Internet content presented to me in class.
- I will not request the teacher(s) to go to favorite Internet sites known to me from home use.
- I will not request to use the Internet myself.
- I will not attempt to click on the Internet icon during computer class.
- I will not encourage another student to click on the Internet icon during computer class.

As a Kindergarten- second grade student at St. Bernard's School, I will use and learn to use the computer in an acceptable manner. This means:

- I will listen in class and do what we are learning to do.
- I will not do things on the computer that we are not doing as a class.
- I will not open folders, files, or icons on the computer that we are not opening as a class.
- I will not encourage another student to do any of these things.

Acceptable Use

2. My use of the Internet will be limited to educational purposes in relation to classroom/computer integration, or computer class presentations. I will not plead or argue in an attempt to have the teacher(s) access a site other than the one(s) being used for these educational purposes.

My use of the computer and iPads will be directed by the teacher in technology class. I will not plead or argue in an attempt to do something else. I will not do things on my own without teacher instruction or the teacher's permission.

Security

3. I understand that security on our school network is very important. It protects each student user and the system itself. This means:

- I will never attempt to use or guess other users' passwords.
- I will not alter or delete files, icons, data, or information from the computer desktop or folders.
- I will not alter or delete files, data, or information that belongs to someone else in the Documents folder.
- I will not enter programs on the computer that I have not been given stated permission to enter by the teacher.
- I will not alter the layout of the desktop or its contents without the teacher giving me stated permission to do so.
- I will not encourage any other student to do any of these above actions.

Vandalism

4. I understand that vandalism is any malicious (mean) attempt to harm or destroy other people's property.

I understand that includes all school computer hardware (all the parts of a computer workstation, monitor, CPU, mouse, mouse pad, cords, headphones, headphone hooks, microphones, paper holders, printers, and printer paper). It also includes all software (CD ROMs), books, student folders and assigned work. It includes CD ROM cases. The iPads and all accessories entailed in their correct operation. It also includes all documents and data saved within the computers and iPads. I will not engage in vandalism of any type. I will not encourage any other student to cause vandalism of any type.

If, in working on the computer, I accidentally cause some change on the desktop, or cause some document to disappear, I will immediately tell the teacher. I understand that "lost" information can usually be found if the teacher attempts to find it right away, before programs on the computer are closed or the computer is shut down.

If, in working with a CD ROM, the case for it accidentally breaks, or is broken when I receive the CD for use, I will immediately tell the teacher. I understand the teacher knows accidents happen, but I won't break things on purpose.

Final Statement

The use of the computer and the Internet at St. Bernard's School is a privilege and not a right. The computer and the Internet are used at school as part of my education. I understand and will follow the above Internet and Computer Use Agreement. If I commit any violation, my access to privileges may be taken away. In that case this means I might not be able to complete certain classroom or computer class assignments. If I engage in a serious violation, the principal will be told and school disciplinary action may be taken.

Student's Name (adult please print)

Student's Signature:

Parent Agreement

As the parent/guardian of _____, I have read the above Internet and Computer Use Agreement to my child and discussed it with him/her. I understand that learning to use the computer is part of my child's education. I understand that Internet access is designed for educational purposes under the auspices of a teacher, for class viewing, at this grade level. I understand that St. Bernard's School has an excellent web site filter installed for student protection. I give my permission for my child to view Internet content presented by the classroom teacher and/or computer technology teacher for educational purposes.

Parent/Guardian Name (please print)

Signature: _____ **Date:** _____

Student Computer, iPad, and Internet Use Agreement: Grades 3, 4, and 5

The following agreement is to be read by students in grades three, four and five and discussed with their parents or guardians. Both the student and the parents/guardians must sign this document. Please return this agreement to the computer instructor at school so it can be placed on file. Thank you.

Personal Responsibility

1. As a student at St. Bernard's School, I will consistently demonstrate acceptable use of the computer and Internet, as well as immediately report to the teacher in charge any misuse of either. Misuse is considered to be intentionally seeking, sending, receiving, displaying, or accessing programs that I have explicitly been told not to access, that are not part of current class instruction, or that are defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or contain illegal material. I know the school has a filter but I know there is a possibility that inappropriate sites may jump the filter. I acknowledge my responsibility in not seeking out such programs or sites or staying within accidentally opened sites that have materials as those described above.

I will ask permission from the teacher in charge before accessing the Internet.

I will immediately follow the teacher's instructions regarding programs and sites to be opened.

I will not click to open pop-up or pop-behind advertisements. I will seek the teacher's assistance in learning how to correctly and promptly close these.

I will never encourage another student to misuse the computer or the Internet.

If I stumble across an inappropriate site, I will immediately turn off my monitor and seek the teacher's assistance in backing out of it.

I will not use the Internet for private/commercial/business use.

I will not subscribe to any services, whether or not they result in membership or charges.

Acceptable Use

2. My use of the computer, Internet and electronic mail will be in support of educational goals, research and/or knowledge, as defined by the teacher in charge.

I will not plead, cajole, or argue in an attempt to access programs or Internet sites the teacher has not assigned or permitted.

Privacy

3. I will not reveal personal information about others or myself including complete names, addresses, telephone numbers, or age, on the Internet at any time.

The only exception to this will be if a teacher assigns the class to participate in polls or voting, or to submit short essays, to educational sites such as Scholastic. I understand in this case that the usual information requested by such sites is grade level and state of residence.

Security

4. I understand that security on our network is very important. It protects each user and the system itself. I will never attempt to use or guess other users' passwords. I will keep all passwords and accounts confidential. I will honestly share any user name and private password with the teacher in charge, who will keep a record of all user names and passwords on file.

I will not alter or delete files or information that belongs to someone else.

I will not enter programs on the computer that I have not been given explicit permission to enter.

I will not alter the layout of the desktop or its contents without explicit permission to do so.

Vandalism

5. I understand that vandalism is defined as any malicious attempt to harm or destroy other people's property within St. Bernard's School and on the Internet. I understand that property includes the school hardware (all components of a computer workstation), all software (CD-ROMs and floppy discs), digital cameras, books, paper holders, student folders and assigned work, as well as all documents and data saved within the computer or found on the Internet. I will not cause vandalism of any type.

If, in working with my document files or folders, I accidentally cause some other document to disappear, I will immediately notify the teacher in charge, understanding that “lost” information can usually be found if the attempt to find it is done before programs are closed or the computer shut down.

Downloading

6. I will not download any programs, games, visuals (including pictures, clips, wallpapers and screensavers), sounds, music, or videos, unless under the direction of and surveillance by the teacher in charge. I understand that I may be given the opportunity to download in conjunction with a research project for school, or as part of an instructional goal within my technology class. At such times, I will follow all instructions promptly and carefully, making sure I am staying with the guidelines provided by the teacher in charge.

Copyright

7. I understand that to copy another person’s work from the Internet or any other source and to call it my own is a violation of copyright law. This is true whether the information comes from an encyclopedia, atlas, news source, museum, research site, or information-specific site. This pertains to text, graphics and sound. Before using other people’s work, I will ask permission when possible and will otherwise credit the author and source appropriately, as taught. I understand that it is permissible to directly quote other authors or resources when I correctly indicate that by use of quotation marks or indentation and indicate the source of the information.

I understand that whether I directly copy (using copy/paste techniques) or retype the words from a resource material, I am engaging in the practice of **plagiarism**. I understand that this is a serious academic misbehavior, and that a serious academic response will be made to any actions of plagiarism. I further understand that the classroom teacher will work closely with the computer instructor in determining possible instances and sources of plagiarism.

The use of the computer, Internet and electronic mail at St. Bernard’s School is a privilege and not a right. I understand and will abide by the above Computer and Internet Use Agreement. I further understand that any violation of the above guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access to privileges may be revoked, my ability to complete certain classroom or computer technology assignments may be jeopardized or negatively affected, and school disciplinary action may be taken. I also understand that any conduct on any social media, whether inside or outside St. Bernard’s School, which is detrimental to the reputation of St. Bernard’s or student can result in discipline from St. Bernard’s discipline policy.

Student’s Name (please print) _____
Signature _____ **Date** _____

Parent Agreement

As the parent/guardian of _____, I have read and discussed with my child the Computer and Internet Use Agreement above. I understand that access is designed for educational purposes. Although St. Bernard’s School has an excellent web filter installed, I also recognize that such filters may periodically fail and that it is impossible for St. Bernard’s School to restrict access to all controversial materials. I will not hold the faculty responsible for materials independently viewed or acquired on the Internet, in opposition to school expectation and policy, by my child.

I understand that St. Bernard’s and I are partners in the education of my child. If, in the opinion of the administration, that partnership is no longer viable due to inappropriate use of technology inside or outside of school, St. Bernard’s reserves the right to follow the discipline policy in the Parent/Student Handbook which may include suspension or expulsion.

I give my permission for my child to use the computer and access the Internet while under direct teacher supervision at St. Bernard’s School.

Parent or Guardian Name (please print) _____
Signature _____ **Date** _____