



“State in Fide”

STUDENT HANDBOOK

2021-2022

Saint Bernadette School

80 University Boulevard East

Silver Spring, Md. 20901

Phone: 301-593-5611

FAX: 301-593-9042

www.saintbernadetteschool.org

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SAINT BERNADETTE

Catholic Parish Pre-K - 8 School

Dear Parents and Students,

“What greater work is there than training the mind and forming the habits of the young?”

St. John Chrysostom

Welcome to Saint Bernadette School! In choosing our elementary school, you have demonstrated a commitment to the values and philosophy of a Catholic education.

This Parent/Student Handbook reflects the policies of Saint Bernadette School for the 2021-2022 school year. Please read this document carefully as your contractual decision to enroll your children as students includes agreeing to the tenets of this handbook. This agreement states that you intend to abide by the policies of Saint Bernadette School as described in this handbook during the course of this school year.

The faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us and our children, may carry it through to completion.

In His Service,



Theodore Ewanciw
Principal

"State in Fide"

Saint Bernadette School

Saint Bernadette School, on the campus of Saint Bernadette Church in Silver Spring, Md., is a Pre-Kindergarten 4's through 8th grade Catholic Elementary and Middle School under the auspices of the Archdiocese of Washington, D.C. Catholic Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels loved and respected by peers as well as by the teacher. United with each other in religion instruction and in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Saint Bernadette School, we strive to "teach as Jesus did."

The Diocesan curriculum guidelines contain educational framework designed to develop 21st century skills, and reflect a continuum of learning from pre-kindergarten to eighth grade. The curriculum is marked by current content and fresh approaches to methodology and is updated continuously to ensure it is academically challenging and developmentally appropriate to encourage and nurture life-long learners. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas.

History

Saint Bernadette School opened for instruction in grades K through 7 on September 8, 1947, under the direction of the Sisters from the Third Order of St. Francis in Glen Riddle, Pa. Father William F. Stricker was the founding Pastor.

The school and parish community have grown and changed steadily since then and an annex was constructed in 1958 to accommodate the growing school. As that growth continued, a 1990's capital campaign, "The Saint Bernadette Project: A Vision for the Third Millennium," raised funds for a three-phase school renovation that securely connected the original structure with the Annex and the unoccupied convent that was converted to school use.

The school was named a National Blue Ribbon School of Excellence in 2001 and a No Child Left Behind Blue Ribbon School in 2003. In 2006, Monsignor K. Batholomew Smith was named the sixth pastor. Mr. Ewanciw became principal in 2017.

Diocesan Schools Mission Statement

The Catholic Schools in the Archdiocese of Washington, rooted in Gospel values and the teaching mission of the Catholic Church, are learning communities of faith and service dedicated to educational equity and excellence for all students.

Saint Bernadette School Mission Statement

Saint Bernadette, a parish school founded in 1947, is committed to the formation of a mature Catholic faith and academic excellence for all students. As lifelong learners, the Saint Bernadette community attains its full potential by exercising moral strength to live as faithful stewards.

Guiding Principles

- † We believe our Christ-centered community strives for a deeper understanding and practice of the Catholic faith.
- † We believe that every member of our community is respected and encouraged to participate fully in the life of our school.
- † We believe in serving others.
- † We believe that prayer is an integral part of our daily lives.
- † We believe our Catholic school provides a secure and positive atmosphere where learning is cultivated.
- † Our students are capable of excellence and are nurtured to develop their full academic potential.
- † We are a dynamic and vibrant community because of the unique gifts and talents of our students, faculty, and parents.

Parents and Family Role in Education

We at Saint Bernadette School consider it a privilege to work with parents and the family in the education of children because we believe that parents are the primary educators of their children. Your choice of Saint Bernadette School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Through your child's enrollment at Saint Bernadette School, you have entered into a partnership. During these formative years (Pre-K to 8), your child needs constant support from both the family and the faculty in order to develop their moral, intellectual, social, cultural, and physical endowment. As educational partners, we accept the quest of challenging and nourishing the student to reach their full potential.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, they may seem to lose focus. At these times, the student needs both understanding and discipline to provide guidance and security. It is essential that a child takes responsibility for grades earned and be accountable for homework, long-term assignments, service projects, and other assignments.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person they are capable of becoming.

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Absence

Regular attendance is a requirement of successful completion of a course of study since completion of independent study cannot replace the learning that takes place in the classroom.

Policy: Archdiocesan School Attendance

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Medical or dental appointments.
3. Death in the student's immediate family;
4. Necessity for a student to attend a judicial proceeding;
5. Lawful suspension or exclusion from school by chief administrative officer.
6. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
7. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide anticipated student work that the student is expected to complete during their absence. Failure to provide sufficient notice may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

Procedures

1. **Children should not be sent to school if they are sick.** Any student with symptoms of a contagious illness, or temperature, should be kept at home so as not to infect others in the classroom. If your child is ill or an absence is unavoidable, please call the school at (301) 593-5611 (then dial 3 for the attendance office) before 9:00 a.m. If the office does not receive a call, a parent will be contacted. This policy is for the safety of the Saint Bernadette School students. If a student is absent for five or more days in a two-week period, a note from the doctor is required.
2. **Late policy:** If your child is, or will be, late due to doctor/dentist appointments, please notify the attendance office. You may call before 8:00 a.m. to leave a message in the Attendance Office voicemail box. A written statement giving reasons for the absence or tardiness **must be brought to the student's teacher upon the student's return.** This statement must be signed by the parent and therefore may not be electronically transmitted.
3. **Leaving Early:** If your child is to leave during the school day, a note stating the time and reason the child should be released must be sent. Early release should be requested for medical reasons or for appointments that cannot be made after school hours or on school holidays. A parent/guardian must come to the front office to meet and sign out the child. Early dismissal is included in a student's attendance records. If the child returns to school during the same school

day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for one half (½) a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence. Frequent or repeated early dismissals will be addressed by the Teacher and/or Administration.

4. **Absence for reasons other than illness:** The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Should absence for any reason other than illness be imperative, parents are requested to send a note to the Principal, rather than the teacher, and present a written reason for the absence prior to the absence. A statement is required for each child who will be absent. Family vacations/trips during scheduled school days are discouraged, but if they are necessary, work may be made up upon return, if the administration is notified prior to the trip. **No assignments will be given in anticipation of a family vacation.** Upon return, the student is responsible for making up any missing assignments, quizzes or tests within the same number of days that they were absent from school

5. **Resource students:** Any instructional time that is missed for a student to receive special education services will affect a student's attendance record. These services must be part of a child's Catholic School Education Plan and the Principal must be informed in writing of these services.

6. **High School Visits:** Any missed school day, other than for high school visitations, is considered an absence for the student. Eighth grade high school visits are not recorded as an absence provided a note is sent to the homeroom teacher prior to the visit. Each student is limited to three visits.

7. **Students should be free from a fever without medication for 24 hours before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

8. **Excessive absence of forty (40) days or the equivalent of 40 days including tardies,** can be cause for a student to be retained in the current grade for another year.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport, extracurricular activity or academic competition until the grade has improved to a passing grade of D (70% or higher).

Accreditation

Saint Bernadette School is accredited through AdvanceEd.

Admission Information

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: www.adwcatholicschools.org

The order of acceptance for students applying to Saint Bernadette School is based on the following criteria:

- Children of registered, active Saint Bernadette parishioners who have siblings in the school
- Children of Catholic parents from other parishes that have siblings in the school
- Non-Catholic students who have siblings in the school
- Children of registered, active parishioners of Saint Bernadette Church or another Catholic parish.
- Children who are not in the above categories will be admitted on a first come, first served basis

In all cases, admissions are at the discretion of the Principal who acts within the above guidelines.

Transfer Applicants

If the applicant is transferring from another archdiocesan school, the chief administrator of the new school must consult with the chief administrator of the former school before enrolling the applicant or allowing the applicant to attend school. During that consultation, the chief administrator must inquire, at a minimum, into any behavioral/safety concerns the former chief administrator may have regarding the applicant, the applicant's parents' or guardians' history of cooperation with the former school, and the fulfillment of the applicant's financial obligations to the former school.

The applicant may not be enrolled or attend a new archdiocesan school until financial obligations at the former school have been resolved to the satisfaction of the chief administrator of the former school.

Chief administrators are prohibited from enrolling an applicant transferring from another archdiocesan school at mid-year when the applicant's current school is designated to be in "consultation" by the Archdiocese of Washington.

Enrollment

All newly enrolled students will be accepted on a probationary period for a period of three months. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is not functioning in the best interest of the child and school environment.

Tuition and Fees

Parents/guardians who enroll their children in Saint Bernadette School will be required to sign a tuition contract. The Parish Finance Council establishes tuition rates and schedules. There is a single tuition rate. Tuition assistance is granted by both the Parish and the Archdiocese of Washington. Parish tuition assistance is awarded at the discretion of the Pastor, and parish registration is a factor for determination of aid. To qualify as a parish family, a family must be

registered with the parish by June of the current school year and have demonstrated fidelity in Mass attendance, and consistency in using the Parish Offertory envelopes or Faith Direct. All tuition payments are made through TADS in accordance with the terms of the contract. Late fees will be assessed for payments made after the due date.

The parish finance office reserves the right to cancel the registration of any student whose family fails to satisfactorily meet tuition payments according to the terms of the signed tuition contract. According to Archdiocesan Policy #3506, the parish finance office reserves the right to withhold a student's school records, including report cards, to parents or any other school when the family fails to satisfactorily meet tuition and/or assigned fee payments. All fees must be paid in full or a student may not be permitted to participate in graduation exercises. Tuition will not be refunded once it has been paid under any circumstances, including transfers or expulsions.

Family Volunteer Service Program/Fees

Parents are required to contribute four (4) credits of service to support school-related activities. The volunteer handbook outlines service opportunities that qualify for Tier credit. **In accordance with the Archdiocese of Washington *Child Protection Policy*, all school volunteers who have contact with children must submit to a Criminal Background check and attend a training session.** This includes, but is not limited to, chaperoning field trips, school functions, classroom assistance, and lunch/playground duty.

Those parents not able to contribute their time will pay a fee of \$500 or a pro-rated portion thereof for credit of services not provided. Single parent families are required to contribute two (2) credits of service. All service hours should be completed by May 15, 2021. Any hours completed after this time, will be credited for the following school year unless the youngest child in the family is an 8th grader.

Family Fundraising Commitment

Each family in the Saint Bernadette community may choose between two options to meet their fundraising commitment. These options are outlined each year on the tuition/registration contracts and at parent meetings.

Student Fees

Textbook, technology, library, testing and health and other fees are included in the registration and tuition contract.

Application Fee

This fee is required of all students applying to Saint Bernadette School, including siblings of current students. The fee for the 2021-22 school year is \$50.00/applicant (\$75.00 for Kindergarten).

Kindergarten Fee

Kindergarten families have a supplemental activity/supply fee for the classroom materials needed for this quality program.

Graduation Fee

All families of eighth grade students will be assessed a fee to cover the activities surrounding graduation and graduation expenses. The amount must be paid in full by December 15 of the eighth grade year and is payable to Saint Bernadette School. Other costs associated with 8th grade such as retreats and field trip costs will be determined by Oct. 1st.

Transcript Fee

Any request for transcripts or teacher recommendations for students in grades K-7 that is part of the application process for another school will be assessed a fee. No fee is assessed for eighth grade students applying to high schools. The fee is \$25.00 per application. Completed forms will be sent via U.S. Mail.

High School Placement Test Fee

This fee is assessed by the Archdiocese of Washington and is due at the time of the test.

Allergy Policy

Saint Bernadette School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma. This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with asthma are provided with training on asthma from the school nurse who has had asthma training. Training is updated as needed.

Asthma Medication

Immediate access to rescue inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, physician and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare rescue inhaler. All inhalers must be labeled with the child's name by the parent.

Record Keeping

At the beginning of each school year, or when a child joins Saint Bernadette School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes, parents are asked to inform the school.

The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. This food will be kept in a separate snack box provided by the parent. Parents of allergic children may send a list of "safe snacks" as a guideline for other parents of students in the classroom.

Sharing or trading food during snack or lunch will be prohibited.

Every effort should be made to provide "nut-free" items for school bake sales and celebrations for the safety of our children with life threatening allergies. Also, we request that a list of

ingredients be provided for any home baked item for these events, particularly bake sales. Please note that many bakery items are prepared with utensils that are used for products containing nuts. This information is often provided on the label or by the retail personnel. Please be sure that this information is included when sending these items to school.

Food Allergy Policy

Saint Bernadette School recognizes that life-threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Saint Bernadette School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Training

In order to minimize the incidence of life threatening allergic reactions, Saint Bernadette School will provide training and education for all Saint Bernadette School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist, the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training may include, but not be limited to:

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen.

Policy and procedure will be reviewed at the beginning of every school year.

Notifications

The school nurse will be responsible for notifying classroom teachers about the nature of the life-threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of, and what allergen (food, materials, etc.) to avoid.

Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan. In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. Emergency medical services will be called immediately.

The classrooms have easy communication with the school nurse. Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. Tables will be washed with soap and water

following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

School Field Trips

Protocols for field trips will include timely notification of the nurse. Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student. A cell phone or other communication device must be available on the trip for emergency calls. The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

Awards

Students in grades 6-8 are recognized for academic excellence by being awarded honors for each quarter as long as the following criteria are met:

Gold	3.90 and above
Silver	3.5 to 3.9
Principal's Award	Chosen for outstanding work ethic, effort and attitude

A student will be disqualified from receiving honors if during any reporting period s/he receives a detention or suspension and/or has received numbers **14, 21, 22, 23, or 24** listed on the Comment Code specified on the right-hand side of the report card in **two or more subject areas**.

Awards are presented to 8th grade students for specific achievement and participation in extra-curricular clubs and organizations at an Award Ceremony at the end of the year.

Birthday Observances

Each homeroom teacher will discuss parties for holidays and special occasions with the room parents. Saint Bernadette School has adopted a 'NO SWEETS' policy for student birthdays. Each teacher will have special recognition for student birthdays and students do not have to wear uniforms on their birthdays. Each homeroom teacher will arrange the celebration of summer birthdays.

Invitations for home parties may not be distributed or discussed at school unless the entire homeroom class is invited. Parents/guardians should consider the feelings of all the children in the class when planning a party for their children. Email invitations are discouraged, as well, unless being sent to the whole class.

Blogs

Engagement in online blogs such as, but not limited to, SnapChat®, Facebook®, Instagram®, Kik®, Yik Yak®, etc., may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, the student must bring the cell phone to the office upon arrival in the morning and park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's backpack/desk or in their possession. **Items taken away from students will be returned to the parent(s)/guardian(s) only.**

Child Abuse Laws

The welfare of each child is important to our parents/guardians as well as to the faculty and staff of Saint Bernadette School. Parents/guardians are reminded that the school is required by law to report any **suspected** case of abuse or neglect, even if there is no definite proof. (Archdiocesan Regulation #5000.2)

Child Custody Issues

Parents should provide the school with any information and documentation regarding child custody, if applicable. The school abides by the provisions of the Buckley Amendment. Therefore, on request, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

Communication

Timely and accurate communication between home and school is extremely important in providing for a successful school day. Individual classroom teachers establish the procedure for keeping parents current on classroom activities and events.

Each Thursday, *The Buzz*, as well as information regarding school activities, updates, etc., will be emailed home and linked to the school website. Parents should look over the materials for important information and updates

PROGRESS REPORTS

Progress reports are available continually via the Rediker ParentPlus portal. The purpose of the progress report is to inform parents of their child's academic status so that changes can be made before the final grade is recorded.

- Progress reports are sent when the student's average is below a C and/or improvement is needed.
- Progress reports also may indicate the need for a conference.
- Please be aware that a student with a C average at mid-quarter could fall below average between mid quarter and the distribution of the report cards. Should this occur the teacher would contact the parents/guardians.

PARENT/TEACHER CONFERENCES

- There is a scheduled conference after the first report card.
- Parents/guardians are free to make an appointment at any time with a teacher or teachers by sending a letter or email or calling the office to request a conference.

- Parents/guardians also may schedule a conference with the Principal after they have met with the teacher(s).
- The Principal and teachers must be contacted only through the school office. Do not call either the secretaries or teachers/staff at their homes for any school information.

PARENT/TEACHER COMMUNICATION

Parents/guardians may use the school voice- and e-mail network or send written notes to school as a vehicle of communicating with your child's teachers or school administration. In most cases, a parent should expect a response within 24 hours. Appointments can be made for an in-school conference directly with the faculty member or through the school office. **Since the teacher needs to give full attention to address a parent's concern, please refrain from spontaneous classroom visits or conferences.** It is against school policy for students to communicate with teachers using the school voice- and e-mail network or to call the school office and request to speak with a teacher. The use of these systems is for parent-teacher communication.

PROCESS FOR ADDRESSING CONCERNS

In keeping with the Church principles of subsidiarity, problems/concerns should be solved at the lowest level whenever possible. Saint Bernadette School exists to provide the best educational environment possible for all students entrusted in its care. To that end, we welcome constructive, appropriate and respectful discussion of policies, programs, or operational decisions in order to improve efforts and be responsive to the community. Therefore the proper procedure to handle concerns is as follows:

Step 1: Student initiated conference as outlined above. It is encouraged that students learn the personal responsibility of approaching their teacher in person with their concerns in an appropriate manner at the appropriate time.

Step 2: Parent-Teacher conferences are by **prior appointment only**. A message may be left at the school office for the teacher to contact the parent so that arrangements for a parent-teacher conference can be made. Parents are never to interfere with teachers at any time during the performance of their normal teaching responsibilities and not when teachers are involved in supervision of students. Parental concerns should be brought to the attention of the teacher at an appropriate time and never when a teacher is engaged in their professional responsibilities (i.e. instruction, discipline, supervision of students, and planning periods).

Step 3: If resolution cannot be reached by the student, or parent, they may initiate contact with the administration. The Administrator may call a Principal's Hearing, which is defined as follows: a conference in which an agenda is set by the administrator prior to the meeting. All who will attend will be listed in advance and know the agenda of the meeting. The meeting will include, but is not limited to the following: a time limit, a time where the student is present or absent, all parties given time to speak and discuss, and the understanding that all adults will show unity to Saint Bernadette School policy when the child is present.

Step 4: The Administration, or Parent, may initiate contact with the Pastor to request a Pastor's Hearing, which is defined as follows: a conference in which the agenda is set by the Pastor prior to the meeting. All who will attend will be listed in advance and know the agenda of the

meeting. The meeting will include, but is not limited to the following: a time limit, a time where the student is present or absent, all parties given time to speak and discuss, and the understanding that all adults will show unity to Saint Bernadette School policy when the child is present.

In any hearing, no public criticism can be made of the school administrators, faculty or staff by the parent in front of the students. If the process for addressing concerns is not followed, the school may render a decision in the matter independent of any hearing process.

INTERFERENCE WITH THE PERFORMANCE OF DUTY

Parents are never to interfere with teachers at any time during the performance of their normal teaching responsibilities and not when teachers are involved in supervision of students. Parental concerns should be brought to the attention of the teacher at an appropriate time and never when a teacher is engaged in instruction, discipline or supervision of students. Parent-Teacher conferences are **by prior appointment only**. A message may be left at the school office for the teacher to contact the parent so that arrangements for a parent-teacher conference can be made. Once an appointment is scheduled, parents must check in at the office and wait for the teacher to meet them in the lobby.

Behavior at all times should reflect courtesy, respect and consideration toward all students, school personnel, parents, volunteers, and visitors. If children are to learn, then discipline is absolutely necessary. When students misbehave, they not only disturb the teacher, but also deprive themselves and the other students of valuable class time. According to the school's code of discipline, each student is expected to do the following:

Accept responsibility, Respect people, Respect property, Accept correction, Exhibit self-discipline and Follow the uniform policy.

Counselor

School counseling and guidance services are available to the students of Saint Bernadette School by a licensed counselor. Counseling with the children may include individual, group work classroom observation and discussion, as well as collaboration and consultation with families. Requests for these services may originate with the student, a teacher, the principal, or the parent/guardian. Should more than one counseling session be necessary, written parental/guardian consent is required.

As a member of the school faculty, the counselor serves as a mediator in conflict resolution, classroom instruction for our anti-bullying curriculum and other social skills training as requested by the school Principal.

Archdiocesan Catholic School Counseling Services

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Saint Bernadette School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

Crisis Plan and Drills

Saint Bernadette School Crisis Plan has been approved by the Catholic Schools Office and is located in the school office. If there are extreme weather conditions at the time of dismissal, the students will remain in the building until it is safe to commence the dismissal procedure.

In the event that a crisis requires evacuation, our designated *safe place* is either the church grounds or into the church until the building is once again safe. If circumstances warrant, the students may be taken to Pine Crest School located at 201 Woodmoor Drive. In the case of a need to ***Shelter in Place***, the students will gather in classrooms and students will not be released to parents or guardians until the crisis has passed. We follow the guidelines set forth by the Catholic Schools Office and Montgomery County Public School during Code Orange and/or Red Alerts as set by Homeland Security.

We follow the Montgomery County Fire regulations. Periodic fire drills are conducted during the school year. Emergency exit procedures are posted in each classroom. Students must walk in silence to the outside area designated for their classroom.

Daily Schedule

	<u>School Begins at 8:00 a.m.</u>
7:45 a.m.	First Bell; homeroom period
8:00 a.m.	Second Bell; morning prayers Students are tardy
8:15 a.m.	Classes Begin
11:15 a.m.-12:30 p.m.	Lunch/Recess Periods (Various grades)
3:00 p.m.	Classes End
3:02 p.m.	Dismissal

Arrival

Arrival time begins at 7:45 a.m. All students will go directly to the homeroom classroom upon their arrival to school. The school does not open before 7:45 a.m. and the school cannot be responsible for the well-being of any child who arrives before 7:45 a.m.

If the child arrives before 7:45 a.m., the parent must assume the responsibility of supervision. Any unsupervised child who arrives before 7:45 a.m. will be sent to the Extended Day Program (EDP) and a fee will be charged.

To ensure a safe arrival, the following procedure has been established:

- Follow the directions of the patrols.
- Do not pass any cars on either the right or the left.
- Do not speed.
- Students are to be dropped off either in the main entrance circle or in the lower church parking lot. For the safety of all children, drop off rules must be strictly followed.

Tardiness

Students arriving after the 8:00 a.m. bell will be considered tardy. **Parents must sign in students who arrive after 8:00 a.m. in the school office. All tardy students will need a Late Slip to be admitted to class.** Excessive tardiness does affect a student's school performance and is disruptive to the other students in the classroom; therefore parents should make every effort to

ensure that their children arrive to school on time. Traffic can often be a problem in the morning. Please take this into account when planning your departure time from home. **A point will be given to any student for every third unexcused tardy.** Students serving daily Mass or with a Doctor's note will not be considered tardy.

Lunch

Each student is expected to bring lunch from home unless purchasing lunch through the hot lunch program. Any student participating in the lunch milk program must sign up and pre-pay in the beginning of the school year.

Break/Snack/ Recess

Students are urged to eat a nutritious meal each morning before school. Students in grades K-5 can bring a small, nutritious morning snack from home unless the classroom teacher makes other arrangements.

Grades K-3 will have a supervised morning recess, which will be outside when weather permits. Students in grades 4-5 will have a short morning break. Grades K-8 will have a supervised recess at lunch, which will be outside when weather permits. If your child needs to remain in the nurse's office during recess, a physician's note is required.

Dismissal

Dismissal begins at 3:05 p.m. on full days and at 12:05 p.m. on half days. All students must follow the dismissal procedure. Saint Bernadette School has an organized parking lot procedure. We ask everyone, both parents and students, to comply with this procedure.

Any student walking off school premises must have written permission on file in the school office. Any changes in a student's normal dismissal procedure must be accompanied by a note.

Parking/Car Riders

All car riders must be picked up on the lower back parking lot. Cars must enter this lot by 3:00. Any cars arriving after this time must enter the lot from the front of the church. Late arrivals will be held on the top church parking lot for the second shift.

- No parking is permitted in front of the church.
- No parking is permitted in the driveways.
- No parking is permitted in fire lanes.
- No parking is permitted on any side streets.
- Teachers will accompany the students to the parking lot
- Follow the directions of the patrols and staff members.

Walkers-Line

Destinations are Woodmoor and Backyard/Field Walkers. Walkers will form lines outside the school and be accompanied by teachers to the end of the school property.

Car riders are not permitted to be in the walkers' lines in order to get to a car that is parked on one of the side streets.

Student Procedure

- All students not in an after school program must leave the school property at dismissal or they will be taken to the school office and a ***Late Pick Up Fee*** will be assessed.
- Students who are present on school grounds for after-school activities will be under the direct supervision of the adult in charge, i.e. teacher, coach. Students must leave the school property immediately following the activity or they will be taken to the office and a ***Late Pick Up Fee*** will be assessed.

Extended Day

Teachers will accompany extended day students to the school hall.

Late Pick Up

All students must be picked up from school by 3:15 pm (12:25 on early dismissal days). Any student who is present after this time will be assessed a ***Late Pick Up Fee***. \$15.00 will be assessed for the first 15 minutes or any fraction thereof. Each minute thereafter will be charged at the rate of \$1.00/minute. This is a per child rate and all children in the carpool will be assessed. A parent/guardian must come to the front office to meet and sign out the child(ren).

Discipline

The purpose of discipline in a Catholic school is to bring about the self-discipline of each student and of the school community as a whole in order to promote the Christian development of each member and thereby enhance the community as the People of God. (Archdiocese of Washington Administrative Regulation 5150, Attachment B)

THE DISCIPLINE CODE IS DIVIDED INTO TWO AREAS: CONDUCT AND RESPONSIBILITY.

Grades K-5 will follow the discipline code of the school.

- The teacher will use age-appropriate consequences when violations occur based on approved Responsive Classroom guidelines.
- Parents will be kept informed if the level of misbehavior becomes excessive.
- The administration will become involved when necessary.

Grades 4-8 will abide by the Discipline Code Point System of the school.

- Demerit points will be assessed for infractions of the discipline code for students in Grades 4-8. A written notice will be sent home in the mail for points given. A total of 3 conduct or 6 responsibility points will result in a detention. Written notification via email or mail will be sent for detentions.
- Each student will receive a copy of the Discipline Code at the beginning of the school year and it is also contained in this all school handbook.

Christian due process is diligently followed by faculty and administration in all issues regarding the discipline code. All efforts will be made to help the student have a clear understanding of what he/she did that was wrong, and students will be given a chance to be heard. The guiding principle in any discussion of the discipline and due process is the desire to

act in a Christian manner characterized by fairness and compassion, even in the face of a mistake. Consequences for mistakes, however serious they may be, can be very important in the elementary years in order to help the development of moral character as they approach their teen years. As a school and parent team, these consequences can have far reaching influences on good decision-making for the children in their future.

Consequences for the following possible discipline issues will be determined by the faculty and administration as deemed necessary and as described below. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: points from the point system, Letter of Apology, Mandatory Referral to counseling service within a week of an incident, Detention, Saturday Detention, School Suspension, Parent conference, Withdrawal/Expulsion from Saint Bernadette School.

Conduct Code

Behavior at all times should reflect courtesy, respect and consideration toward all students, school personnel, parents, volunteers, and visitors. If children are to learn, then discipline is absolutely necessary. When students misbehave, they not only disturb the teacher, but also deprive themselves and the other students of valuable class time. According to the school's code of discipline, each student is expected to adhere to the following conduct code:

ACADEMIC DISHONESTY

Academic integrity and ethical behavior are expected from all Saint Bernadette School students. Academic dishonesty and unethical behavior are contrary to the philosophy and goals of Saint Bernadette School.

Academic dishonesty includes, but is not limited to:

Plagiarism – defined as the theft and use of another's ideas or writings as one's own, with or without the knowledge of the other person. This includes not properly citing sources in a written work.

Cheating – defined as using unauthorized notes, materials, and/or resources of any type (calculators, the help of another student, looking at another paper, etc.) on any exam, quiz, paper, and/or homework assignment. Allowing another student to cheat from one's own exam, paper, and/or **homework** is also considered cheating.

Consequences will be appropriately assigned to any student who gives the impression of academic dishonesty by work and/or action and are determined by the Administration including, but not limited to the following: First Offense – No credit on test or assignment, detention, parent contact. Second Offense – No credit on test/assignment, Out of School Suspension, parent contact. Third Offense – Withdrawal/Expulsion from Saint Bernadette School. Additional consequences: An incident of academic dishonesty may result in the student's removal from the honor roll for the quarter, and may also jeopardize the student's membership in Student Council, and other extracurricular activities.

DEFIANCE

Defiance means flagrant insubordination, disrespect, or disobedience of any school administrator, faculty, and/or staff by speech, gesture, or in writing. This includes, but is not limited to, the following: refusal to give legal name, to go where directed, to accompany the adult to administration, or to not give accurate, truthful information.

<u>Definition of accepting Correction</u>	<u>Infraction</u>	<u>Consequences</u>
Verbal and non-verbal respect to authority when receiving a correction	Backtalk, negative body language or attitude arguing with authority	1- 3 point assessment depending on the severity of the infraction
Behaving in a manner that demonstrates that the student is making an effort to control emotions and urges, and is trying to live according to the rules	Talking out of turn	1-3 point assessment
	Inappropriate outbursts	1-3 point assessment
	Lack of self-control in the classroom during instruction	1-3 point assessment
	Talking in the stairs and in the hallways	1-3 point assessment
	Inappropriate behavior at Mass; i.e., talking, laughing, chewing gum or distracting actions	1 - 3 point assessment; Detention
	Chewing gum anywhere on the school property during the school day.	1-3 point assessment
	Eating in the classroom without Permission	1-3 point assessment
	Improper bathroom behavior	1-3 point assessment
	Inappropriate contact, i.e. Hugging, embracing, touching, etc. "Respect others' personal space."	1-3 point assessment

DISRUPTIVE BEHAVIOR

Disruptive behavior includes, but is not limited to, the following items:

- Throwing food
- Horseplay or unsafe behavior
- Talking/Inappropriate behavior at Mass
- Occasion of sin (i.e. instigating, aiding and abetting, accessory to behavior, or tolerating the disruptive behavior of others)
- Hurtful teasing
- Profanity
- Verbal abuse
- Excessive or constant disruptive behavior in class.

FIGHTING

Fighting is defined as assault or battery, or any threat of force or violence directed toward anyone. All students involved in a fight will receive a consequence regardless of perceptions of who is the instigator.

FIRE ALARMS

Any student who sets, tampers with, or damages a fire alarm is in violation of the Uniform Fire Code Division II, Article II.302 and is subject to a \$500 fine and holding in custody for up to six (6) months. Additionally, the student is subject to, but not limited to, immediate Out of School Suspension, Withdrawal/Expulsion from Saint Bernadette School.

FORGERY

No student shall intentionally falsify pertinent information or the signatures of any adult, parent, faculty, parent, or administrator on any document for any reason.

HARASSMENT/BULLYING/PREVENTION PROGRAMMING

Archdiocese of Washington Policy: Prevention Programming

“As a Catholic school, Saint Bernadette School believes and teaches that each of us is called to love our neighbor and to treat them with respect. Saint Bernadette School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal’s review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.”

“Reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal’s review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.”

“Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual’s property; substantially interferes with an individual’s education or learning environment; or places an individual in reasonable fear of harm to the individual’s person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.”

Definition of Harassment

Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of an individual’s race, creed, color, national origin, physical ability, gender or religion. In general, "harassment" is conduct that meets all of the following criteria:

- § is directed at one or more students;
- § substantially interferes with educational opportunities, benefits, or programs of one or more students;
- § adversely affects the ability of a student to participate in or benefit from the school’s

educational programs or activities because the conduct, as reasonably perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect;

§ is based on a student's actual or perceived distinguishing characteristic (see above); or is based on an association with another person who has or is perceived to have any of these characteristics.

Definition of Bullying

“Bullying” is a type of harassment only between students. Specifically, bullying occurs when specific criteria are present:

§ a student is exposed, usually repeatedly and over time, to negative actions on the part of one or more persons, and has difficulty defending himself or herself;

§ intentionality to cause mental/physical harm through written, verbal, graphic, subtle, physical or non-physical acts or gestures (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant, or any other wireless, communicative device);

§ typically motivated by either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

Confidentiality

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will be discussed only when necessary for the investigation and/or resolution of the matter.

Retaliation

Saint Bernadette School forbids retaliation against anyone who reports harassment or who participates in the investigation of such a report.

Examples of Harassment

Harassment includes, but is not limited to, the following examples:

- Sexual: Sexually demeaning comments, statements, questions, slurs, jokes, anecdotes, epithets or unwelcome touching.
- Verbal: Comments, questions, statements, slurs, jokes against a person because of race, creed, color national origin or physical ability.
- Written: Letters, notes, or invitations (electronic or paper), which are suggestive or hostile.
- Physical: Unwanted touching, contact, assault, deliberate impeding or blocking movements, or an intimidating interference with normal study or movement.
- Visual: Leering, gestures, display of suggestive objects, pictures, cartoons, posters or drawings (electronic or paper).
- Environmental: Detrimental atmosphere in which a person(s) is made to feel uncomfortable through the presence and/or actions of other in the room.

Complaint procedure:

- a. Students, employees or volunteers who feel aggrieved because of a conduct that may constitute harassment, depending on the severity of the conduct, may directly inform the person engaging in such conduct that such conduct is offensive and must stop. In many circumstances (especially students) it may be better to directly contact an adult such as those listed below. *It is **not** recommended that parents contact the parents of the child with whom they may feel a grievance. This can eliminate the schools ability to assess*

- objectively and provide confidentiality to all parties.*
- b. If the students, employees, or volunteers do not feel comfortable doing this or are unable to do so, they shall direct their complaint to their parents or to a school counselor, principal, assistant principal or teacher. If a person (usually a student) feels uncomfortable speaking to adults of the opposite gender, they may request that a same gender adult be present. Such a person has been designated to assist in concern, professionalism and confidentiality.
 - c. The designee receiving the complaint will follow the school disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and Diocesan requirements. Any investigation will be conducted in as confidential manner as is consistent with these requirements and a thorough investigation of the complaint.

UNCHRISTIAN BEHAVIOR

Immoral conduct includes without any limitation any speech, gesture, written word or picture, or action (including immodest or inappropriate fashion choices), which is contrary and/or counterproductive to the goals and philosophy of Saint Bernadette School and Christian decency.

INCOMPATIBLE BEHAVIOR

Incompatibility is defined as flagrant or consistent defiance of the Saint Bernadette School Behavior and/or Dress Codes, and Attendance Procedures. Some examples are: Hosting and/or attending a function at which drugs and/or alcohol are present, engaging in activities which are illegal and/or inconsistent with the school philosophy and policy while off campus, downloading inappropriate material from the Internet, repeated absences, tardiness, and/or truancies, behavior and/or dress code violations.

The student is a Saint Bernadette student at all times. A student who engages in conduct whether inside or outside the school that is detrimental to the reputation of the school may be disciplined by school officials. In determining the consequences for violations(s) of school rules, regulations, policies and procedures, the Administration will consider ALL of the facts, including, without limitations, whether the actions of the student are chronic or repetitive.

It is the right and the obligation of the Administration to regulate against any behavior that is deemed inappropriate, unsafe, or disruptive to the normal school day.

LITTERING

No student shall willfully place litter of any kind (paper, cans, wrappers, gum, food, etc) on the ground, on a table, or any place other than a trashcan or recycling bin of some kind. **On days the students fail to clean the lunch area of their trash in an acceptable manner, the entire class is subject to an unscheduled detention.**

MISREPRESENTATION OF THE TRUTH

No student shall intentionally present false information to or mislead, either directly or by omission of information, any agent of Saint Bernadette School (faculty, staff administration).

OUT OF BOUNDS

Saint Bernadette School is a “closed” campus. NO student shall leave campus for any reason

once they arrive at the start of the school day until the end of the school day.

POSSESSION/USE OF FIREWORKS/EXPLOSIVES

No explosive or flammable device of any type is permitted at school or any school function. These include, but are not limited to, firecrackers, party poppers, lighters, or matches. Additionally, no student shall ignite any material of any kind at school or at any school related function. Any act which creates a fire hazard is a violation of Saint Bernadette School rules

SUBSTANCE ABUSE

- 1. Philosophy** – The use and abuse of alcohol, tobacco products, and other drugs is a significant problem among adolescents. Saint Bernadette School maintains and enforces strict policies and consequences in this regard. Various opportunities are provided for students to be educated in these critical areas every year. A counseling service is available to students and their families.
- 2. Possession/Use** – It is illegal for any student to use, furnish, possess, sell, or be under the influence of alcohol, tobacco products, other drugs or any controlled substance at any time, including but not limited to, at school or during any school function. (See Incompatibility)
- 3. Substance Use/Abuse at Non-School Activities** – **It is illegal to serve alcohol to minors even if they are your own children. Parents who provide alcohol to our students, who are NOT their children, jeopardize their own children remaining at Saint Bernadette School and risk the involvement of law enforcement agencies.**

At non-school activities, it is not the responsibility of Saint Bernadette School to monitor student behavior. However, if an agent of the school becomes aware of alcohol and/or drug use involving our students, we will share this information with the parents and the appropriate authorities.

We recommend NOT hosting “open” parties. These are invitations for substance abuse, destruction of home and neighborhood and a host of other problems. Social events should be limited to people you know and by invitation only. Caution should be exercised in allowing your teenager to attend non-chaperoned social events, movies and/or parties.

THEFT

Theft is defined as taking property or services without permission or knowledge of the owner. Property is defined as anything that belongs to another person or the school. **Knowingly receiving stolen property is a violation of school rules.**

THREATS

Archdiocesan Policy: In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Saint Bernadette School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

UNAUTHORIZED PERSONAL PROPERTY:

High Energy Carbonated Drinks, Skateboards, iPods, Cell phones and Valuable Personal Property.

To ensure the safety of students and their freedom from distraction and health of the students, high energy carbonated drinks (example: Monster drink), skateboards (also, rollerblades, skates), walkmans, MP3 players, pagers, and/or cell phones (and other electronic communication devices) are not permitted and may not be used in classes or during a school activity. **Students are advised that Saint Bernadette School is not liable for valuable personal property and students bring such property to school at their own risk. These items will be confiscated and placed in the school office for parents to retrieve personally for their children.**

VANDALISM

No student shall willfully cut, deface or otherwise damage property, real or personal, belonging to the school or any member of the school community. This includes, but is not limited to the following: writing in textbooks and on desks, counters, table tops, and placing stickers on any surface anywhere on campus.

WEAPONS

It is illegal for any student to possess or use weapons or any material that can be used as a weapon at any time, including at school or any school function. Any item considered a weapon by law enforcement agencies is also considered as such by Saint Bernadette School. Facsimile weapons (plastic guns and knives, water guns, wooden, plastic, or metal models of guns or knives, sling shots, and laser pointers) of any kind are considered weapons.

Consequences: To be determined by the faculty/administration. Confiscation of the weapon, Withdrawal/Expulsion from Saint Bernadette School. State law requires the withdrawal of students in possession of a weapon on school grounds and/or at a school function (on or off campus). Law enforcement officials shall be notified. **For facsimile weapons:** Out of School Suspension, Parent conference, Confiscation of the device(s), Withdrawal/Expulsion from Saint Bernadette School.

RESPONSIBILITY CODE

Keep all school work, quizzes and tests up to date, especially following an absence	Failure to make up schoolwork, quizzes, and tests within the allotted time.	The missed work is entered as a failing/reduced grade as prescribed by teacher policy for late work.
	Failure to return signed forms and tests the next school day	1-point assessment
Arrive on time for each class	Tardiness between classes	1 point assessment
Have all necessary books, folders, and supplies	arriving unprepared for any class	1-point assessment
Take care of all textbooks	Failure to keep books covered	1-point assessment
	Writing in or defacing books	Detention/monetary assessment

Follow the uniform code	Failure to wear the school uniform as described in the Handbook	1 point assessment for each infraction
	Continued disregard of the uniform code	Parents will be called to bring the proper uniform to school before the student is permitted to return to class.
	Inappropriate clothing on non-uniform days	Parents will be called to bring proper attire to school before the student is permitted to return to class. Point assessment
	No hats are to be worn inside.	Hat removed and returned at end of day; 1-point assessment
	Inappropriate clothing for dances and/or extra-curricular activities	Parents will be called to take the student home. The student will forfeit attendance to future dances/ point assessment
Follow the rules of arrival and dismissal	Truancy	Conference with Principal, possible detention

MERITS FOR POINTS

In light of and in order to encourage the Christian obligation of repentance, as well as to model Christian mercy and reconciliation, the discipline code offers a way to earn merits that count against discipline points received in the past. Students may merit up to 5 points in one school year, if the points earned have not tallied to either type of detention.

The system works as follows:

Once a student has received a point, (s)he needs to go through a period of receiving no further points for six weeks. Once this time period has passed, the student may then begin the following process:

- a) Write as brief statement relating the changes the student has made in order to receive no further points for the past six weeks
- b) Have the student's parent(s) sign the statement
- c) Bring the signed statement to the Dean of Students, who will determine an appropriate meritorious act

The meritorious act will ideally be some small act of service for the teacher who originally gave the point in question. These acts include tasks such as washing a board, stacking chairs, cleaning, or the like. In some cases a minor writing assignment may also be offered. The purpose of these acts is for the student to demonstrate sincerity and humility in a small but tangible way. The act will in general be something that can be completed during recess. Typically an act completed during one recess will merit one point away; i.e. the point will no longer be counted toward a detention.

It is important to note that the above process can only be started once the student has successfully completed a six week period free from any points. If a student receives an

additional point during the six week period following the original point given, the six week period starts again. A student may merit away any points that have not yet become a detention; once a student has earned a detention for points given, the points cannot be merited away.

DETENTION

A total of 6 Responsibility points will result in a detention, or 3 Conduct points will result in a detention. Parents will receive notification of points via mail. Parents are given written notification via mail or email of the detention. The day, date and time of the detention will be included in the notice. **Parents must return a signed copy of the notification, prior-to the day of the assigned detention.** Any student receiving a total of 2 detentions in a quarter and/or 3 detentions in a year will serve a 2-hour Saturday detention. Saturday detention will begin at 8 a.m. and end at 10 a.m. on the day assigned. The student will serve their after-school detention and a Saturday detention. There will be a fee of \$50.00 assessed and must be given to the faculty monitor at the time of the detention, which will be used to compensate faculty monitors. Students must come to school in uniform. **Detention takes precedence over appointments, practices, lessons, ballgames, etc.**

SUSPENSION

In accordance with Archdiocesan regulation #5150, serious violation of school rules and regulations, when all other disciplinary procedures have been followed, may warrant an in-school suspension as the appropriate disciplinary action to be taken. Suspension should not exceed a period of five (5) days. A student may be suspended for a serious infraction without prior offense. These may include, but are not limited to:

- Leaving school property without permission
- Destruction of school property
- Communicating a serious disrespect for authority or others
- Fighting, shoving, pushing, use of foul language
- Academic dishonesty
- Possession of fireworks, drugs, alcohol, cigarettes, electronic devices
- Stealing
- Repeated incidences of bullying.
- Two detentions and one Saturday detention in the school year, or 4th total detention notice.

When it becomes evident that suspension of a student is the appropriate disciplinary action, the student's parent or guardian will be notified and a conference with the Principal is required. A record of the student's suspension will be kept in a discipline file throughout the student's enrollment at Saint Bernadette School.

WITHDRAWAL/EXPULSION

In accordance with Archdiocesan regulation #5150, expulsion is a disciplinary action, which takes place when Saint Bernadette School has determined that it is counterproductive for the student to continue as a member of our school community. While it is not possible to enumerate all situations, several categories are listed here; however, any problems of equal seriousness may be treated similarly:

- A student who has earned two detentions, a Saturday detention and a suspension in accordance with the discipline system, or 5th total detention notice.
- Repeated parent non-cooperation.

- Arson
- Continued and willful defiance/disobedience of authority
- Criminal Activity, such as, alcohol possession.
- Extortion
- Grave defacing or destruction of school property
- Gross disorder
- Physical assault
- Possession and/or use of a weapon
- Serious theft
- Trafficking of pornographic materials
- Vandalism (restitution must be made)
- Excessive and repeated incidents of bullying.

SEARCH AND SEIZURE

If the faculty, or administration, has information that a student has in his/her possession an item, such as drugs or a weapon, that constitutes a criminal offense in the State of Maryland, the principal, or designee, reserves the right to conduct a reasonable search of a student or their belongings on the school premises in the presence of a third party.

- **Other similar violations not specifically covered in this policy may result in other disciplinary action.**
- **Parents will be notified of points by mail only.**
- **In all cases, especially with repeat offenders, the administration reserves the right to determine the most appropriate consequences.**
- **All disciplinary action is subject to final judgment by the principal.**

Extended Day Program

The Extended Day Program includes:

Before-School Care Program – 7:15 a.m. to 8:00 a.m.

- If Montgomery County Schools have a one-hour or two-hour delayed opening, the Before-School program also will have a one-hour or two-hour delayed opening.
- Any time a student (K-8) is left before 7:50 a.m., the student will be sent to EDP and charged accordingly.

After-School Care Program – from 3:05- 6:00 p.m.

- Students in the EDP must follow the rules and regulations of the Saint Bernadette School handbook.
- It is advisable to provide a snack and a drink each time your child participates in the EDP.
- A late fee will be charged if your child is not picked up by 6:00 p.m.(See EDP handbook)

Family Directory information

Within the first month of the school year, each family can access the Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses as they are listed on Rediker. Any student/family information should be used to acquaint parents with the names of their children(s) classmates and parents. These directories must not be **used** or **sold** for other purposes.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trip's compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
16. Parents/guardians may be asked to act as chaperones.
17. The teacher will notify the parents/guardians who have been selected to act as chaperones.
18. Chaperone Guidelines:

All chaperones must have completed the *Criminal History Records Check* through the Archdiocesan Child Protection Office, as well as completion of the 3-hour *Virtus* training. All school rules are enforced, unless the Principal has explicitly stated otherwise. Chaperones are to stay with their assigned groups. Supervision is both mental and physical. Attention must always be focused on the students. If your child is on the field trip, s/he must not be treated differently from any other child. Your first responsibility is the safety of the students. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip. All chaperones must be 25 years of age or older.

Gifts and Holidays

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade. In Grades K – 2 Valentines **may be distributed** at school at the discretion of the teachers and must be to all classmates. In Grades 3 – 8, there may be a Valentine’s day class activity, but no Valentine’s will be exchanged. Once again, this can only contribute to hurt feelings.

Grading

Report Cards are distributed quarterly in November, January, April, and June. Kindergarten students will receive report cards each semester in January and June. Please refer to school calendar for exact dates. Grades are based on the student’s assessments, assignments, projects, and class participation. Parent-teacher conferences will be scheduled at the end of the first quarter.

Grading Scale: Grades are based on the degree of success the individual student has achieved in completing the grade level curriculum. At *Back-to-School Night*, each teacher will provide an explanation of his/her method and procedures for grading.

Kindergarten students receive a report card twice yearly. All other grade levels receive a report card at the end of each quarter.

The Kindergarten through 3rd grade Report card is based on the Archdiocese of Washington Standards. Each child is assessed based on their mastery of each specific standard.

The following grading scale has been established by the Archdiocese. Progress is measured using the following criteria:

Kindergarten (assessed twice yearly) and Grades 1 – 3 (assessed quarterly):

Exceeds grade level.....EE
Meets grade level.....ME
Approaching grade level.....AE
Not approaching grade level.....NE
Not assessed at this time.....X

Special Area Classes

Excellent.....E
Good.....G
Satisfactory.....S
Improvement Needed.....I
Unsatisfactory.....U

This criterion is not based on a numerical average, but on the individual and comparative progress that each student has demonstrated for each quarter.

Grades 4 – 8

93 – 100.....	A
85 – 92.....	B
77 – 84.....	C
70 – 76.....	D
Below 70.....	F

Any request for a re-evaluation of a student’s grade must be made in writing to the teacher within a week of receiving the grade.

Extra Credit Work: Teachers may give extra-credit work in the following ways:

- Extra credit questions on test, quiz or homework.
- Extra credit assignment given to all students outlined at the beginning of the assignment, or test/quiz.
- Extra credit will not be created after an assignment/test/quiz in order to improve a grade without approval by the administration initiated by the teacher.
- Teachers MAY give bonus points on an assignment but the final grade may never exceed 100%. The total bonus points that can be earned may not exceed 10% of the total score.
- Optional assignments may be offered to the whole class. The score will average into the overall grade for the class.

Assessments: In accordance with Archdiocesan Policy # 5147, “The reporting of a student’s progress shall be based on data derived through a variety of assessment techniques. The student shall be evaluated on his/her academic progress.” These assessments include, but are not limited to tests, quizzes, oral reports, projects, collaborative group work, homework and class discussions.

Gum

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students chewing gum during the course of the school day.

Health Room, Safety and Medication

- Saint Bernadette School adheres to the policies and procedures of the Montgomery County Department of Health
- Our health room is staffed by a nurse.
- An immunization and health inventory form must be on file in the health room. These forms are distributed at the time of registration and must be current.
- Students must ask permission of the classroom teacher before going to the health room.
- If it is determined by the nurse that the child is too ill to remain in school, then the Parent/Guardian will be notified according to the instructions on the Emergency Procedure Card.
- Students are not permitted to return to school for 24 hours after a fever has broken or vomiting ends.
- Parents must inform the school nurse when their child has been diagnosed or exposed to any contagious disease, particularly Covid-19. Parents also should be aware that they need to notify the school nurse with less severe, but equally transmissible infections such

- as Fifth's disease and with infestations such as head lice. Appropriate action can then be taken to keep all students safe and healthy.
- Medications, both prescriptions and over-the-counter, **cannot** be administered by the nurse without an "Authorization to Administer Medication" form on file. These forms can be obtained from the nurse.
 - All medicines must be hand delivered by the parent/guardian to the school office personnel or the nurse. All medicines must be taken in the health office only.
 - When there is an incidence of head lice, the parent must report it to the school office/health room immediately. The school will then notify parents of the children who were exposed to the condition. If a child is found to have head lice at school, the school nurse will notify the parents/guardians who must pick the child up immediately. The school office must be provided with "proof of treatment" before the child will be permitted to return to school.
 - A Montgomery County public health official visits Saint Bernadette School annually to check medical records.
 - COVID-19 Health and safety policies and procedures will follow the CDC and ADW guidelines. Our full-time school nurse, Mrs. Catherine Perrotta, RN, will ensure adherence to our Health and Safety policies and procedures. The health and safety of our students are our ultimate goals.
 - Please note, Saint Bernadette School will not require students or teachers to be COVID-19 tested before returning for the 2021-2022 school year.
 - **Health Screening and Questionnaire:** Saint Bernadette School parents will be utilizing the PlusPortals Health Questionnaire to screen their own children for Covid symptoms. This must be done before entering the school building each day and is a daily requirement that will be monitored by the school administration and Nurse Perrotta. Parents who do not complete the procedure will be called to school to complete the health questionnaire and temperature check with their child/children. Children whose health check is not complete may held in the isolation area until parents return to school.
 - Families will receive an email from PlusPortals at 6:00 a.m. every school day morning
 - Families are asked to complete the Questionnaire by 8:00 a.m. (or before dropping your child(ren) off at morning EDP).
 - Saint Bernadette School will receive a report from PlusPortals every day by 8:00 a.m. listing families who have not completed the Health Questionnaire and Temperature Check.
 - Students who arrive at school without completing this health check will be held in the Covid isolation area until parents return to complete this check.

Homework

Homework directly affects academic progress. It is intended to reinforce skills and provide practice in the subject matter addressed during the school day. In addition, extended projects, library research and long-range assignments are a part of each student's core curriculum. In the upper grades, homework will also provide an opportunity to master independent study and research skills. Homework will be given to students in grades 1-8.

The following guidelines are in accordance with Archdiocesan Regulation # 6420:

- The amount of time that a student should spend on nightly homework is roughly 10 minutes per grade level (e.g. a student in grade 1 should spend approximately 10 minutes/night on homework; whereas a student in grade 8 will spend 80 minutes). This guideline does not include the time needed to study for tests or extended projects. If a child consistently works over the recommended time allotment, the teacher should be informed.
- Homework should be expected every night; however written work might not be assigned every day in each subject. Homework is not typically assigned, but may be assigned to students on Friday evening. **Tests or quizzes will not typically be given on Monday, but may need to be depending upon weather and other calendar considerations.** Since holidays are special occasions for many families, no homework should be due immediately upon returning from Thanksgiving, Christmas or Easter breaks. Long-range assignments or make-up work may need to be completed over a weekend, or holiday, and due on a Monday. Students enrolled in Algebra may expect weekend homework.

In addition to nightly homework assignment, students are encouraged to read, memorize, drill, and study on a nightly basis. Attention to homework can result in better class discussion, participation and improved performance. Homework assignments will be posted on the website each night. **Extra-curricular activities should not interfere with homework.**

Work-Study Habits

Growth in productive work-study habits is considered an integral part of the school curriculum. These habits are considered necessary for success in all subjects:

- Completion of classroom and homework assignments
- Submission of required work on time
- Participation in class projects, discussions, and activities
- Organization of work, including the use of an assignment book.

Failure in any of the above can affect the quarterly and final average in a subject. Parents are notified of the specific requirements for each subject during *Back-to-School Night* at the beginning of each year. In recognition of the importance of the home/school partnership, the parent will be contacted if a student's progress is being adversely affected by any of these criteria. In addition, the parent should investigate any check marks or comment codes appearing on the report card.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Please follow the protocol in the absence section for planned absences. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence. Students will be allowed one day for each day of absence to make up their work, tests and quizzes, if the procedures outlined in the handbook under "Absence" are followed. For example, if a note is sent to the office notifying that the student will be out for a trip, and the student who was absent three days would be given three school days upon their return to complete the missed

work, quizzes and tests. It will be the student's responsibility to ask for the make up work and it must be completed in the time allotted for full credit.

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Inclement Weather

- Information regarding late openings, early dismissals, or school closings will be announced over local radio and TV stations.
- Saint Bernadette School follows the decisions of the Montgomery County Public School System for school closings, early dismissals, and delayed openings.
- If Saint Bernadette School is scheduled to have a 12:00 p.m. dismissal and it is announced that Montgomery County Schools are opening two hours late, Saint Bernadette School **will** open two hours late with a 3:00 dismissal.
- When emergency situations arise that would affect only Saint Bernadette School, parents and guardians will be contacted by the Rediker/AdminPlus Notify system. Radio and TV stations will may announce any changes in normal operating hours. The school website may also reflect the change.
- Announcements concerning any changes to our normal operating schedule/procedure will be communicated through the Rediker/AdminPlus Notify system in which parents who have registered their e-mail and phone number will receive notifications.
- Extended Day Care will follow the MCPS policies for closure/cancellation of after-school activities or will be sent out via the Rediker/AdminPlus Notify system.

Library

The school has a well-equipped library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lunch Program

Saint Bernadette School offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.** Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Procedures

- Students must be polite and respectful at all times.
- Students must remain seated and raise their hands for assistance.
- Due to dietary restrictions and allergies, students may not share or trade food.
- As a courtesy to the students of subsequent lunch shifts, students will ensure that the table and area around their seat is clean.
- At the sound of the bell, students must stop talking and prepare to leave the lunchroom.

Off-Campus or After school hours Conduct

The administration of Saint Bernadette School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Organizations

HOME-SCHOOL ASSOCIATION (H.S.A.)

The main goal of the Home School Association is to encourage communication and cooperation between parents, administrators, and teachers. H.S.A. is a vehicle for community building and hospitality; however it should not detract from the principal purpose of the organization. All parents are encouraged to become active members of the H.S.A.

SCHOOL ADVISORY BOARD (S.A.B.)

The purpose of the School Advisory Board is to provide advice and assistance to the Pastor and Principal in the governance of the school. The Board shall fulfill its purpose and exercise its functions in accordance with the mission and goals of the parish and school and the goals, policies, and regulations of the Archdiocese of Washington.

Out of Uniform Guidelines

Students may wear:

Jeans, tennis shoes, short socks, shorts, skorts and skirts or dresses no shorter than three inches above the knee (no matter if students wear leggings; spandex or tights), leggings or tights if worn

under a skirt or dress of suitable length, sweatshirts, jogging suits, jewelry, hoop earrings, large earrings, dresses, pants, crocs with a back strap, Uggs.

Students may not wear:

- *flip-flop sandals
- *open back shoes
- *tank tops, tight fitting clothing
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *biker shorts/spandex shorts, or short shorts over tights, leggings or spandex
- *pajama pants and hats
- *nail polish
- *make-up
- *low cut blouses/tops

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPALS.

Parents As Partners

As partners in the educational process at Saint Bernadette School, we ask parents :

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time; and
 - Has lunch money or nutritional sack lunch every day.
1. To actively participate in school activities such as Parent-Teacher Conferences;
 2. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
 3. To notify the school with a written note when the student has been absent or tardy;
 4. To notify the school office of any changes of address or important phone numbers;
 5. To meet all financial obligations to the school;
 6. To inform the school of any special situation regarding the student's well-being, safety, and health;
 7. To complete and return to school any requested information promptly;
 8. To read school notes and newsletters and to show interest in the student's total education;
 9. To support the religious and educational goals of the school;
 10. To attend Mass and teach the Catholic faith by word and example;
 11. To support and cooperate with the discipline policy of the school;
 12. To treat teachers with respect and courtesy in discussing student problems.

Archdiocesan Policy: Parent/Guardian Cooperation

“Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Saint Bernadette School. Parents/Guardians and students agree not to publicly

repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that Saint Bernadette School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Saint Bernadette School.

Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Saint Bernadette School.”

Parents or guardians seeking admission for their child to Catholic schools accept the Catholic identity and philosophy of the school when they sign the admissions application and the re-registration form each year. In doing so, parents and guardians agree not to act in ways that contradict the Catholic nature of the school, to permit the student to participate in all required school programming (including instruction in the Catholic faith and attendance at Mass), to cooperate fully with the school, to act in ways that promote the best interests of the church and school, and to comply with the policies of the Archdiocese of Washington and the school.

If, at any time during the school year, it is determined that a parent or guardian is not cooperating fully with the school and/or not complying with school or Archdiocesan policies, the chief administrator shall:

1. Consult with the school’s canonical administrator about the parent/guardian behavior;
2. As approved and directed by the canonical administrator, inform the parent or guardian in writing that their behavior is not in compliance with school policy by citing the specific policy (Warning Letter/Intervention Template Letter);
3. Warn the parent or guardian in writing that their continued violation of school policy places their student’s enrollment at risk;
4. Offer to meet with the parent or guardian to address their behavior.

If, in consultation with the canonical administrator, the chief administrator determines that the parent or guardian’s behavior continues to violate school or archdiocesan policy after the written warnings have been issued and an offer to meet has been extended, then, the chief administrator shall consult with the Associate Superintendent to mandate that the parent/guardian withdraw their student from the school.

Promotion Policy and Retention Policy

Advancement to the next grade in Saint Bernadette School is based on a student’s daily performance, test results, recommendations of teachers, and the student’s ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at Saint Bernadette School.

Returning to School After Dismissal

Students are not permitted to return to the school building after dismissal unless involved in an after-school program or registered in EDP, and/or accompanied by a teacher,. Students who choose to return to school after 3:15 PM without a teacher are considered unsupervised. To be on school property, students must have adult supervision at all times.

School Office Hours

The school office is open on all school days from **7:30 AM – 4:00 PM**.

Spiritual Development

Saint Bernadette School recognizes the parents as the primary educators of their children in the area of spiritual development.

- We support, encourage and expect all Catholic students to participate in Sunday Mass and the Church's sacraments.
- We provide the children with a daily religion class; we also provide opportunities for daily prayer, regular celebration of the Sacrament of Reconciliation, and a weekly celebration of the Eucharist. These do not take the place of Sunday Mass.
- Children are prepared for and receive sacraments of Reconciliation, First Eucharist, and Confirmation to enable them to participate in the sacramental life of the Church.
- Catholic children may be trained for altar serving. Rising 5th graders and older may train.
- We promote the Christian values of integrity, honesty, self-discipline, modesty, faith, hope, and charity, not only in the daily religion classes, but also throughout the curricula.

Student Records

Saint Bernadette School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Postal Service. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Saint Bernadette School office for distribution. Completed forms will be sent via the U.S. Postal Service. Special handling will require that all postal fees be paid by the parents. **No records will be sent to transferring schools of students whose financial commitment is in arrears.**

Technology Concerns

Archdiocese of Washington Policy: Technology and Internet Usage

Student Responsibilities When using any Technology Equipment, All Students:

- Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere.

- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another’s reputation.
- Shall not violate any local, state or federal laws.
- Shall not engage in cyber-bullying behavior.
- Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.
- Shall never use the technology in bathrooms or locker rooms.
- Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not engage in any behavior otherwise prohibited by school disciplinary standards.

Schools may supply students with Technology Equipment owned or leased by the school for instructional use. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a “BYOD” (Bring Your Own Device) initiative.

When using Technology Equipment supplied by the School, or Technology Equipment permitted under a BYOD initiative, all students:

- Shall not reconfigure any school hardware, software, or network settings.
- When on school grounds, shall access only school-supplied wifi or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.
- Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.
- Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.
- Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher’s permission.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not take photographs or record audio or video unless as directed by the teacher for instructional purposes.
- Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.
- Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.

- Shall promptly comply with a teacher’s request to shut down, close, put away, or hand over any Technology Equipment.
- Shall not play any games on Technology Equipment except as directed by the student’s teacher for instructional use.
- Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs, home addresses, telephone numbers, parents’ work addresses or telephone numbers or the name and location of the school.

All students understand and acknowledge:

- Student use of cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except in the case of a medical emergency or as otherwise directed by the student’s teacher for instructional use.
- Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the Technology Equipment.
- Use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment used on school grounds, including any information or files stored in students’ personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment. The school reserves the right to access a student’s computer files or any other Technology Equipment when required for the maintenance of the school’s Technology Equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.

Parent/Guardian Acknowledgement

- Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.
- Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child’s use of the school’s Technology Equipment.
- Parent/guardian shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student’s technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.
- Parent/guardian acknowledges that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.
- Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.”

Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Testing

Students will not be permitted to retake a quiz or a test in order to improve their academic standing and replace an original grade with a new grade.

The Scantron Performance Series test is given in Grades 3 through 8. Students will wear their regular uniform during testing, which will occur three times during the year. An Assessment of Religious Education as directed by the Archdiocese of Washington is given to students.

Middle School students (Grades 6 – 8) may be given a **maximum of three quizzes or tests per day**. Middle school students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

Uniforms and Dress Code

- All students must be in uniform every day unless permission has been given for an *Out of Uniform Day*.
- The uniform must be worn from the first day of school through the end of the school year.
- The spring uniform is optional. It may be worn from the beginning of school until the end of Daylight Saving Time, and from the beginning of Daylight Saving Time through the end of the school year.
- The first day back to school after the Christmas break is an *Out of Uniform Day*.
- Gym uniforms may be worn only on gym days.
- **The length of the skirt must be within three inches from the top of the knee measured one inch below the belly button.**
- **The length of the shorts and skorts must be no more than four inches from the top of the knee.**
- No oversized clothing is allowed.

Continued disregard for the school uniform will result in students calling their parents, who must bring the proper uniform to school before the students may return to class. In addition, habitual violations (for example, six uniform violations in one quarter) of the uniform code could result in disciplinary action, such as detention or that which is deemed consistent with the discipline code

GENERAL GUIDELINES

-Shoe Policy

- Shoes must be black or brown oxfords, dirty bucs, Mary Janes, or black or navy blue leather with no dominant logo. Saddle oxfords are also acceptable. No slip on shoes are permitted.
- **The shoes mentioned above OR ALL-BLACK SNEAKERS (NO WHITE OR COLOR ORNAMENTATION PERMITTED) are required to be worn with the uniform on Fridays for School Mass.**
- Shoes **not permitted** include the following: flip-flops, boots, three-quarter high tops or over the ankle boots, clogs, crocs without a back strap, sandals, high heels, block heels, thick sole shoes, boat shoes, slippers, slip on shoes, Uggs, shoes with heels that are more than 1½ inches.
- Any other inappropriate shoe styles will be determined by the administration.
- **Sneakers** may be worn with the uniform, but must be black or white, with similar color accents and laces, and with no decorations of any color except black or white. Approved footwear is required to participate in Physical Education.

-Sock Policy

- All white ankle socks must be EITHER the school uniform sock with the Saint Bernadette School logo or must be plain with NO logo.
- In addition, boys are permitted to wear black, navy or white crew socks with no logo as part of the uniform.
- In addition, girls are permitted to wear black, navy or white crew socks with no logo, knee socks, black solid (not see-through) leggings one inch above the ankle or tights as part of the uniform and covered by a skirt or dress.

-Scouts are allowed to wear their scout uniforms to school on meeting days.

- Girls may not roll the skirts at the waist.
- Boys must wear pants at the waist.
- Pants, shorts and shoes from other vendors must be the same style and color as Flynn & O’Hara
- Eye shadow, eyeliner, lipstick, and blush** may not be worn.
- Nail polish** - only clear nail polish may be worn on natural fingernails.

HAIRSTYLES must be simple for both girls and boys.

- Hairstyles that reflect fads or cause distraction are not permitted.
- Hair must be well groomed and a natural color. Bangs must be above the eyebrows.
- Boys’ hair must be above the ears and above the collar. Facial hair is not permitted.
- Boys’ hair, if longer than permitted, must be braided and tied back.
- Girls’ headband/hairbands must be blue, gold, black, white or a combination of these.
- Inappropriate hairstyles will be determined by the administration.

JEWELRY

<i>Girls</i>	<i>Boys</i>
One watch	One watch
One pair of earrings- post or small hoops	No earrings permitted
One cross or religious medal	One cross or religious medal
One ring	One ring

No other jewelry is permitted.

GIRLS- Grades K-5

Spring Uniform	Winter Uniform
Navy blue skort (Flynn & O’Hara)	Plaid jumper (Flynn & O’Hara), navy pants optional
Blue & white pin-stripe jumper with white Peter Pan collar shirt (Flynn & O’Hara)	White short-or long sleeved blouse with Peter Pan Collar, navy pants
White short-or long-sleeved blouse with Peter Pan Collar	White or navy blue short or long sleeved knit shirt with logo (Flynn & O’Hara)
Navy blue walking shorts (Flynn & O’Hara, Sears, Dockers)	Navy crew neck or cardigan sweater or sweatshirt with logo (Flynn & O’Hara)
White or navy blue short sleeve knit shirt with logo (Flynn & O’Hara)	White turtleneck worn only with the sweater, sweatshirt, or jumper
Black, brown, or navy leather belt	Black, brown, or navy leather belt
Shoes and socks follow policy on previous page	Shoes and socks follow policy on previous page
	Navy, white or black flat tights or knee socks

BOYS - Grades K-5

Spring Uniform	Winter Uniform
Navy blue pants (Flynn & O’Hara, Sears, Dockers)	Navy blue pants (Flynn & O’Hara, Sears, Dockers)

White or navy blue short or long sleeved knit shirt with logo (Flynn & O'Hara,)	White or navy blue short or long sleeved knit shirt with logo (Flynn & O'Hara)
Navy blue walking shorts (Flynn & O'Hara, Sears, Dockers)	Navy crew neck or cardigan sweater or sweatshirt with logo (Flynn & O'Hara)
Black, brown, or navy leather belt Shoes and socks follow policy on previous page	Black, brown, or navy leather belt Shoes and socks follow policy on previous page
	White turtleneck worn only with the sweater or sweatshirt

GIRLS- Grades 6-8

Spring Uniform	Winter Uniform
Khaki walking shorts (Flynn & O'Hara, Sears, Dockers)	Green plaid kilt (Flynn & O'Hara), navy pant optional
Blue & white pin-stripe kilt (Flynn & O'Hara)	White short-or long sleeved blouse with button down collar
White or navy blue short sleeve knit shirt with logo (Flynn & O'Hara)	White or navy blue short or long sleeved knit shirt with logo (Flynn & O'Hara)
White short-or long sleeved blouse with button down collar	Navy crew neck or cardigan sweater or sweatshirt with logo (Flynn & O'Hara)
Shoes and socks follow policy on previous page	White turtleneck worn only with the sweater
	Black, brown, or navy leather belt
	Shoes and socks follow policy on previous page

BOYS- Grades 6-8

Spring Uniform	Winter Uniform
Khaki pants (Flynn & O'Hara, Sears, Dockers etc..)	Khaki pants (Flynn & O'Hara, Sears, Dockers)
White or navy blue short or long sleeved knit shirt with logo (Flynn & O'Hara)	White or navy blue short or long sleeved knit shirt with logo (Flynn & O'Hara)
Navy blue or khaki walking shorts (Flynn & O'Hara, Sears, Dockers)	Navy crew neck or cardigan sweater or sweatshirt with logo (Flynn & O'Hara)
White oxford short or long sleeved shirt	Black, brown, or navy leather belt
Navy blue socks or white socks with no logo	White turtleneck worn only with the sweater or sweatshirt
Black, brown, or navy leather belt Shoes and socks follow policy on previous page	Black, brown, or navy leather belt Shoes and socks follow policy on previous page

GYM UNIFORMS-BOYS AND GIRLS- GRADES K-8

Students must wear gym uniforms to school on gym days.

- Cotton T-shirt with logo
- Navy blue nylon shorts with logo
- Navy blue sweatshirt and sweatpants with logo (the gym sweatshirt is not the same as the daily uniform sweatshirt with the embroidered school logo)
- Approved white uniform socks -- either crew socks with NO logo or ankle socks with the Saint Bernadette School logo, or no logo.
- Appropriate athletic shoes following the sneaker policy: Solid white or black, with black or white laces, logos or accents. All-black sneakers worn for school mass will have no white laces, logos or accents, nor markings of any other color, and can be worn every day in lieu of dress shoes.
- Solid black compression shorts can be worn underneath gym shorts.

EIGHTH GRADE UNIFORM PRIVILEGES

The graduating 8th grade class will be able to wear their high school sweatshirt beginning the Monday of the second week of March. In addition, the students may choose one other privilege for boys and girls, respectively. The students' ideas must be submitted by the first week of March and the administration will choose one and notify the students by the end of the 3rd week of March.

Use of Student Information and Pictures

In compliance with Archdiocesan regulation, no student pictures or names may be used or published without a signed consent form. This includes, but is not limited to, *The Buzz*, parish bulletin, class memory books, etc.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Volunteers

A Volunteer Handbook is available online and is updated annually. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat. The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **NO siblings may accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

Right to Amend

This handbook provides basic information about the philosophy, policies, procedures, and regulations which govern the operation of Saint Bernadette School.

At any time during the school year, more specific information pertaining to school policy may be distributed. Saint Bernadette School retains the right to amend this handbook for just cause. Parents/guardians will be given written notification of such changes via the *Buzz*, AdminPlus Notify, PlusPortals or through email communication