

ARCHDIOCESAN 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.

ST. BERNADETTE SCHOOL MISSION STATEMENT

St. Bernadette, a parish school founded in 1947, is committed to the formation of a mature Catholic faith and academic excellence for all students. Members of the St. Bernadette community attain their full potential as life-long learners by exercising moral strength to live as faithful stewards.

Guiding Principles

- As a community of Christ, we strive for a deeper understanding and practice of the Catholic faith.
- Every member of our community deserves respect and to participate fully in the life of the school.
- We are committed to service to others.
- Prayer is an integral part of our daily lives.
- Students will develop an understanding of their learning styles and take ownership of their learning.
- As a Catholic School, we will foster a Christ-centered environment that is safe and provides for a positive learning atmosphere.
- All students have access to a challenging curriculum enabling them to reach their full potential
- Instruction is data-driven and will result in measurable growth.
- As professionals, teachers will employ best practices and seek ongoing professional development.
- Co-curricular activities provide an environment that fosters the development of a child's gifts and talents.

ACCREDITATION

St. Bernadette School is accredited through the Middle States Association of Colleges and Schools.

PARENTS' ROLE IN EDUCATION

We, at St. Bernadette School, consider it a privilege to work with parents in the education of children because we believe that parents are the primary educators of their children. Your choice of St. 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 St. Bernadette School, you have entered into a partnership. During these formative years (K-8), your child needs constant support from both parents and the faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. As educational partners, we accept the quest of challenging and nourishing the student to reach his/her 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 him/her guidance and security. It is essential that a child takes responsibility for grades s/he has 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 s/he is capable of becoming.

POLICIES AND PROCEDURES

Parents as Partners

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

To ensure that your child:

- Gets to bed early on school nights.
- Arrives to and is picked up from school on time.
- Is dressed according to the school dress code.
- Completes assignments on time.
- Has a nutritious snack and lunch.

To actively participate in school activities, such as, Parent-Teacher Conferences.

To notify the school with a written note when the student has been absent or tardy.

To meet all financial obligations to the school.

To inform the school of any special situation regarding the student's well-being, safety, and health.

To complete and return to school any requested information promptly.

To read school notes and newsletters and to show interest in the student's total education.

To support the religious and educational goals of the school.

To support and cooperate with the discipline policy of the school.

To treat teachers and administration with respect and courtesy in discussing student problems.

Registration

Students currently enrolled in the school must re-register in January for the next school year by submitting a registration form and a non-refundable registration fee. Enrolled families with incoming siblings must submit their students' names at this time before registration is open to the public. A place in the school for your child cannot be guaranteed without the registration form. A registration packet will be sent home prior to Open House. All new families wishing to register in the school may do so for the following school year on the day of the scheduled Open House.

Admission

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

- Children of registered, active St. 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 St. Bernadette Church
- Children of parishioners of Resurrection parish, registered and approved by the pastor of Resurrection Church
- Catholic children outside of both St. Bernadette and Resurrection parishes
- 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.

Students will not be denied admission to the school on the basis of race, color, sex or national origin.

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 St. Bernadette School will be required to sign a tuition contract. The Parish Finance Council establishes tuition rates and schedules. There is an In-Parish and Out-of-Parish tuition rate. To qualify for the In-Parish rate, a family must be registered by June of the current school year and have demonstrated fidelity in Mass attendance, and consistency in using the Parish Offertory envelopes.

All tuition payments are made to the parish finance office 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 Service Program/Fees

Parents are required to contribute 4 credits of service to support school-related activities. Parish related activities and ministries, such

as singing in the choir, Extraordinary Ministers of Holy Communion, Sodality, Holy Name, babysitting during Mass, etc. are not included. Those parents not able to contribute their time will pay a fee of \$250 or a pro-rated portion thereof for service hours not provided. Single parent families are required to contribute 2 credit points of service. All service points should be completed by May 15th. Any points completed after this time, will be credited for the following school year unless the youngest child in the family is an 8th grader.

The Family Service Plan does include 2 two-hour sessions of lunch/playground duty. Parents who choose not to fulfill their playground duties must opt out by August 1 and will be assessed a fee of \$75.00.

In accordance with the Archdiocese of Washington Child Protection Policy, all school volunteers who have substantial contact with children must submit to a Criminal Background check (including fingerprinting) and attend a training session.

This includes, but is not limited to, chaperoning field trips, school functions, classroom assistance, and lunch/playground duty.

Student Fees

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

Application Fee

This fee is required of all students applying to St. Bernadette School, including siblings of current students. The fee for the 07-08 school year is \$50.00/applicant.

Graduation Fee

All families of eighth grade students will be assessed a fee to cover activities and graduation expenses. The amount will be determined by October 1 and is to be paid in full by December 15 of the eighth grade year, payable to St. Bernadette School.

Transcript Fee

Any request for transcripts or teacher recommendations that is part of the application process for another school will be assessed for

students in grades K-7. No fee is assessed for eighth grade students applying to high schools. The fee for the 07-08 school year is \$25.00/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.

ATTENDANCE

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.

ABSENCE

Children should not be sent to school if they are sick. Any student with symptoms of a contagious illness 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 St. Bernadette School students.

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 voice mailbox.

Arrangements should be made to pick up assignments and books when a student is absent. These requests should be left with the Attendance Office by 9:00 a.m. Upon returning to school, students are required to make arrangements with the classroom teacher to make up any missed assignments or tests. As a general guideline, the time given to complete any missed assignments and/or tests will be based upon the number of days that a student was absent (e.g. if a student is absent for 3 consecutive school days, s/he will have 3 day following her/his return to school to complete all missed assignments and/or tests.)

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. If a student is absent for five or more days, a note from the doctor is required.

Should absence, for any reason other than illness, be imperative, parents are requested to consult with the Principal 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.

No assignments will be given in anticipation of a family vacation. Do not make such a request to your child's teacher. Any request of this nature must be made through the administration who will then be in consultation with the faculty. Upon return, the student is responsible for making up any missing assignments, quizzes or tests.

If your child is to leave during the school day, send a note stating the time and reason the child should be released. Early release should be requested for medical reasons or for appointments that can not be made after school hours or 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. Frequent or repeated early dismissals will be addressed by the Teacher and/or Administration.

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 Assistant Principal must be informed in writing of these services.

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.

DAILY SCHEDULE

School Begins at 8:00 a.m.

8:00 a.m.	First Bell; homeroom period
8:07 a.m.	Second Bell; morning prayers and announcements on Mondays. Students are tardy
8:07 a.m.	Classes Begin
11:15 a.m.-1:10 p.m.	Lunch/Recess Periods (Various grades)
3:00 p.m.	Classes End
3:05 p.m.	Dismissal

Arrival

Arrival time begins at 7:50 a.m. All students will go directly to the homeroom classroom upon their arrival to school. The school does not open before 7:50 a.m. and the school cannot be responsible for the well being of any child who arrives before 7:50 a.m. If the child arrives before 7:50 a.m., the parent must assume the responsibility of supervision. Any unsupervised child who arrives before 7:50 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 adhered.

Tardiness

Students arriving after the 8:07 a.m. bell will be considered tardy.

Parents must sign in students who arrive after 8:07 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 parent conference with the Principal will be required for any student who is tardy five (5) or more days in a quarter.**

Students serving daily Mass will not be considered tardy.

Lunch

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

Break/Snack/ Recess

All students should bring a small, nutritious morning snack from home unless the classroom teacher makes other arrangements.

Grades K-4 will have a supervised morning recess, which will be outside when weather permits. Students in grades 5-8 will have a short morning break. Grades K-8 will have a supervised recess after 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 12:15 p.m. on half days. All students must follow the dismissal procedure. St. 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- Teachers will accompany the students to the parking lot.

- **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 lane.
- No parking is permitted on any side streets.
- Follow the directions of the patrols and staff members.

Walkers-Line - Destinations are Woodmoor and 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).

INCLEMENT WEATHER

- Information regarding late openings, early dismissals, or school closings will be announced over local radio and TV stations. They will also be posted on the school's website.
- St. Bernadette School follows the decisions of the Montgomery County Public School System for school closings, early dismissals, and delayed openings.
- If St. Bernadette School is scheduled to have a 12:15 p.m. dismissal and it is announced that Montgomery County Schools are opening two hours late, St. Bernadette School **will** open two hours late with a 3:05 dismissal.
- When emergency situations arise that would affect only St. Bernadette School, parents/guardians will be contacted by the homeroom parent phone tree. Radio and TV stations will also announce any changes in normal operating hours. The school website will also reflect the change.
- Announcements concerning any changes to our normal operating schedule/procedure will be available on our automatic telephone attendant and our school website. In addition, parents who have registered their e-mail address using the *News Flash* on the office website will automatically receive an e-mail notification.
- Parents/guardians are required to complete an "Inclement Weather Procedure" form, which informs the school of the procedure the child is to follow.
- In case of an unplanned early dismissal, the "Inclement Weather Procedure" will be followed.

EMERGENCY/CRISIS PLAN

St. 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 the third floor 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

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.

MISCELLANEOUS

CALENDAR

A calendar, which has been approved by the Catholic Schools Office, will be sent home in the August mailing listing holidays and important dates for the coming year (subject to change). Each month a more detailed calendar will be sent home in the Thursday folder.

TELEPHONE

- The telephone in the school office is for official or emergency use only.
- Students may not use the office phone without permission from the Principal. Students will not be called to the telephone, but may have important messages delivered to

them through the school office. Please do not call close to dismissal time unless it is an emergency.

- Teachers are not available for calls during the school day. Parents wishing to contact teachers may do so by sending a note with their child, calling the school office or leaving a message in the teacher's voicemail box. The teacher will respond within a 24-hour period of time. Do not leave a message in a teacher's voicemail box that must be received before dismissal.
- It is school policy that teachers' home phone numbers are not released to the school community. Do not contact any school personnel about school matters at their homes.
- Cell phones or other electronic communication devices are not permitted. If there are extraneous circumstances (e.g. health and safety for a student who uses public transportation) that may warrant the need for a student to carry a cell phone or other electronic communication device prior-to or immediately following school hours, parents must contact the Principal and arrangements will be made.

MONEY

Place money and checks sent to school in an envelope. Label the envelope with the student's name, grade, amount, and intended use.

LOST AND FOUND

Items that have been found will be kept for a short period of time and then donated to a worthy cause. If your child loses an item, he/she should check the lost and found box located in the school hall. Place your child's name in each article of the uniform and in all personal articles for easy identification.

WITHDRAWAL

Whenever a pupil is transferring to another school during the current school year:

- Send a written notice to the office.
- Make an appointment with the Principal. Return all textbooks, library books, etc., belonging to the school.
- Pay all financial obligations.
- Sign the form for release of records.

TRANSCRIPT /TEACHER EVALUATION/RECOMMENDATION REQUEST:

All requests for transcripts or forms to be completed, as part of an educational evaluation or recommendation must be submitted to the Principal with an addressed postage paid envelope and the Transfer Fee (where applicable). Faculty/staff will not accept or complete forms that are received directly from the parent/guardian, student or evaluator. Once completed by the appropriate faculty/staff, these forms will be mailed directly to the educational institution or evaluator.

VISITORS

For the protection of our children, all persons, including parents/volunteers are required to enter through the main school entrance and report to the office immediately upon entering the building. The visitor must sign the computerized logbook and wear a badge during the visit. Visitors and/or volunteers are to sign out at the time of their departure.

LIBRARY

The library is an integral part of the educational process and an extension of the regular subject areas within the school curriculum. Each class has one library period a week. Each student is encouraged to use the library materials. A fine is assessed for overdue books. A student will be charged for a lost or damaged book.

TECHNOLOGY AND INTERNET

The school's technology network and resources are available to all students who have returned a signed copy of the *Archdiocese of*

Washington Acceptable Use Policy. The use of the school's computers and Internet services is a privilege; failure to comply with the usage rules will forfeit usage privileges.

Blogs: Inappropriate content on personal sites that is associated with St. Bernadette School or is considered to be in conflict with the rules of conduct as outlined in this handbook is subject to disciplinary action at St. Bernadette School. This action will be based on the fact that this information could possibly put all our students and faculty at risk. Anyone who has access to the World Wide Web can go to a website, gather information about the student and approach them using the information they learn about the student from the blog.

EDUCATIONAL PROGRAMS

It is the goal of St. Bernadette School that all students will realize their academic potential by enabling them to develop their knowledge and skills.

St. Bernadette School follows all curriculum and standardized assessment prescribed by the policy and regulations of the Archdiocese of Washington. In accordance, all students will be expected to meet or exceed the grade-level ADW Academic Standards, including the Personal Safety Education Standards as required by the Archdiocesan Child Protection Policy.

All students, regardless of their own faith will receive Catholic Religion instruction as prescribed by the Archdiocese of Washington Office of Religious Education.

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 K-8.

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

- Homework should be expected every night; however written work may not be assigned every day in each subject. Since holidays are special occasions for many families, it is strongly discouraged for homework to 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.
- 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 K/1 should spend approximately 10 minutes per 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.

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 weekly, or daily. **Extra-curricular activities should not interfere with homework.** Parents of students who habitually neglect homework will be notified. A conference will be scheduled to discuss actions to be taken.

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.

ACADEMIC EVALUATION

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: 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.

Grades 1-3 and special area classes use the following grading scale:
E= Excellent G= Good S= Satisfactory
I= Improvement Needed U= Unsatisfactory

Grades 4-8 use the following grading scale:
A= 93 -100 B=85-92 C= 77 - 84 D= 70 - 76 F= Below 70

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.

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.

Testing Guidelines:

- No more than 2 tests or quizzes per day will be scheduled
- All test dates will be recorded on the website.
- Arrangements for make-up tests due to absences should be made with the classroom teacher.

Honors and 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	All A’s
Silver	All A’s and B’s
Bronze	One C, the rest A’s and B’s

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, 24** listed on the Comment Code specified on the right-hand side of the report card in **two or more subject areas.**

A Principal’s Award is given to all students at the end of the year who have achieved honors for all four quarters.

An Academic Excellence Award will be given to any student who demonstrates superior academic effort. This award, given at the teachers’ discretion, may be earned by any student in grades 6-8 including Honor Roll students.

Effort, Conduct, Citizenship, and Perfect Attendance Certificates are also awarded at the end of the year.

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

Standardized Testing

Each spring all students in grades 2-8 participate in the Archdiocesan elementary school testing program. Parents are notified of the dates of testing and will have a home report sent of the child’s testing results.

The *High School Placement Test (HSPT)* will be administered to the 8th grade students who choose to apply to a Catholic high school. This is given during the last week of November/first week of December.

Early Prevention of School Failure assessment is administered to all incoming kindergarten and new first grade students. This testing assesses students on a wide variety of developmental skills to identify strengths and weaknesses and to make recommendations for intervention if needed. Admission is not based on assessment results.

Assessment of Catholic Religious Education (ACRE) is administered to grades 5 and 8 in the spring.

Retention

- Students will be promoted or retained on the recommendation of the teachers and the Principal.
- An evaluation will be made to determine the child’s maturity in relation to his motor skills, social adjustment, and academic performance.
- Teachers will inform parents of the possibility of retention as soon as it is indicated.
- A conference with parents to advise them of the possibility of retention and to discuss possible remedial actions should be held no later than the end of the first semester.
- On-going conferencing will focus on the appropriate procedures to be followed in the best interest of the child.

FIELD TRIPS

All field trips are curriculum-based and are an integral part of our curriculum. HSA will establish an annual contribution/class to off-set the cost of these field trips. Any additional expenses incurred will be the responsibility of the parent/guardian. Anyone needing financial assistance for field trips should contact the Principal.

A letter with a permission slip will be sent home containing all necessary information about an upcoming trip. All students must return this signed permission slip by the deadline. A student may not call parents/ guardians to request the permission slip on the day of the field trip. Permission will **not** be accepted over the telephone.

Parents/guardians have the right to refuse to allow their children to participate in a field trip. Any student not participating in a field trip is absent from school for the day.

Parents/guardians may be asked to act as chaperones. The teacher will notify the parents/guardians who have been selected to act as chaperones.

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.
- Younger children may not accompany chaperones on the field trip.
- Your first responsibility is the safety of the students.

Field trips are a privilege and students can be denied participation if their behavior is not acceptable according to the code of conduct for St. Bernadette School.

SPIRITUAL DEVELOPEMENT

St. 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.

EXTRACURRICULAR ACTIVITIES

In addition to the regular curriculum provided to the students, several clubs and extracurricular activities are provided through various clubs and organizations. Many of these activities take place after school. Students may need a signed permission slip and conduct agreement in order to participate in some of these activities.

EXTENDED DAY PROGRAM

The Extended Day Program includes:

Before-School Care Program -7:15 a.m. - 8:00 a.m. If Montgomery County Schools have a one-hour or two-hour delayed opening, the Before-School program will also 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 St. 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)

CLASS AND BIRTHDAY CELEBRATIONS

Each homeroom teacher will discuss parties for holidays and special occasions with the room parents. Each homeroom teacher will arrange the celebration of summer birthdays. Parents/guardians may send a simple treat for the class to celebrate a student's birthday after the teacher has been notified. The treat is usually shared at the scheduled break or at the lunch period. It is encouraged that rather than a treat with lots of sugar, that the family consider a class gift instead. For example: a book, fun supplies, etc. Students do not have to wear uniforms on their birthdays.

Invitations for home parties may not be distributed or discussed at school unless the entire homeroom class is invited. School email lists should not be used to send invitations out to families unless the entire 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 unless to the whole class are discouraged, as well.

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. *The Buzz*, the weekly newsletter, is sent home every week in the Thursday Folder. Parents who request it, can have *The Buzz* and other updates emailed to them. Parents should read this newsletter completely and carefully.

THURSDAY FOLDERS

Each Thursday a folder is sent home with the youngest/only child in the family with *The Buzz*, as well as information regarding school activities, updates, etc. Parents should empty the contents and return the empty folder the following day. **Do not send notes, letters, or messages back via the Thursday folder.**

PROGRESS REPORTS

Progress reports are mailed mid-quarter. Eighth grade progress reports will be sent prior to mid quarter during the 4th quarter due to their earlier departure. The purpose of the progress report is to inform parents of their child's academic status so that changes can be made before the grade is recorded.

- Progress reports are sent when the student's average is below a C and/or improvement is needed.
- Progress reports may also 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.

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 may also 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 her/his 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. St. Bernadette 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 St. 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 St. 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 IN 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.

SCHOOL DRESS CODE

UNIFORM POLICY

- 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.
- Mandatory St. Bernadette School uniform socks are available through the school office.
- **The length of the skirt must be within two 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.
- No facial hair in the form of beards or goatees is allowed.
- Uniform violation forms will be sent home for parent signatures as deemed necessary.

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 of the uniform code could result in disciplinary action, such as detention or that which is deemed consistent with the discipline code

GENERAL GUIDELINES

- **Eye shadow, lipstick, and blush** may not be worn.
- **Nail polish** - only clear nail polish may be worn.
- Shoes must be black, brown, or navy blue leather with no dominant logo. Saddle oxfords are also acceptable.
- Shoes **not permitted** include the following: flip-flops, boots, three-quarter high tops or over the ankle boots, clogs, cros

without a back strap, sandals, high heels, block heels, thick sole shoes, boat shoes, shoes with heels that are more than 1½ inches.

- **Sneakers** may be worn daily with the following guidelines: they should be white, black, gray or navy without brightly colored laces or decorations.
- Any inappropriate shoe styles will be determined by the administration.
- **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.
- All white ankle socks must be the school uniform sock with the St. Bernadette School logo.
- No pajama pants are permitted under the uniform.
- Pants and shorts from other vendors must be the same style and color as Flynn & O'Hara.

HAIRSTYLES must be simple for both girls and boys.

- Hairstyles that reflect fads or cause distraction are not permitted.
- Bangs must be above the eyebrows for both boys and girls.
- Boys' hair must be above the ears and above the collar.
- Hair must be well groomed.
- Inappropriate hairstyles will be determined by the administration.

JEWELRY

Girls

one watch
earrings- post or small hoops
one cross or religious medal
one ring

Boys

one watch
no earrings permitted
one cross or religious medal
one ring

No other jewelry is permitted.

UNIFORMS

GIRLS- Grades K-5

Spring Uniform	Winter Uniform
Navy blue skort (Flynn & O'Hara)	Plaid jumper (Flynn & O'Hara)
Blue & white pin-stripe jumper (Flynn & O'Hara)	White short-or long sleeved blouse/ Peter Pan Collar
Navy blue walking shorts (Flynn & O'Hara, Sears, Dockers)	White or navy short or long sleeved knit polo shirt with logo
White or navy short sleeve knit polo shirt with logo	Navy crew neck or cardigan sweater or sweatshirt with logo (Flynn & O'Hara)
White short-or long sleeved blouse/ Peter Pan Collar	White turtleneck worn only with the sweater, sweatshirt, or tunic
White ankle socks- must be uniform socks.	White ankle socks-must be uniform socks.
Navy or white flat tights, ankle length leggings, or knee socks	Navy or white flat tights, ankle length leggings, 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 short or long sleeved knit polo shirt with logo	White or navy short or long sleeved knit polo shirt with logo
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	Black, brown, or navy leather belt
Navy blue socks. White socks must be uniform socks.	White turtleneck worn only with the sweater or sweatshirt
	Navy blue socks. White ankle socks-must be uniform socks.

GIRLS- Grades 6-8

Spring Uniform	Winter Uniform
Navy blue walking shorts (Flynn & O'Hara, Sears, Dockers)	Green plaid kilt (Flynn & O'Hara)
Blue & white pin-stripe kilt (Flynn & O'Hara)	White short-or long oxford blouse with button down collar
White or navy short sleeve knit polo shirt with logo	White or navy short or long sleeved knit polo shirt with logo
White short-or long sleeved oxford blouse with button down collar	Navy crew neck or cardigan sweater or sweatshirt with logo (Flynn & O'Hara)
White ankle socks- must be uniform socks.	White turtleneck worn only with the sweater
Black, brown, or navy leather belt	Navy or white flat tights, ankle length leggings, or knee socks
Navy or white flat tights, ankle length leggings, or knee socks	White ankle socks- must be uniform socks.

BOYS- Grades 6-8

Spring Uniform	Winter Uniform
Navy blue or khaki pants (Flynn & O'Hara, Sears, Dockers)	Navy blue or khaki pants (Flynn & O'Hara, Sears, Dockers)
White short-or long oxford shirt with button down collar	White short-or long oxford shirt with button down collar
White or navy short or long sleeved knit polo shirt with logo	White or navy 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	Black, brown, or navy leather belt
Navy blue socks. White socks must be uniform socks.	White turtleneck worn only with the sweater or sweatshirt
	Navy blue socks. White socks must be uniform socks.

GYM UNIFORMS-BOYS AND GIRLS- GRADES K-8

Students must wear gym uniforms to school on gym days. The gym uniform must be purchased from Flynn & O'Hara.

- 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)
- white uniform socks

MASS/DRESS DAY UNIFORM:

K-5 Girls: Jumper and Blouse

6-8 Girls: Skirt and Polo or Oxford Blouse

K-5 Boys: Navy pants or shorts and polo or Oxford shirt

6 – 8 Boys: Navy or Khaki pants and Polo or Oxford shirt.

OUT OF UNIFORM DAYS means that the students are to dress appropriately for a Catholic school setting.

- Tank tops, short tops, halters, see-through clothing, tight clothing, short skirts, short shorts, and spandex attire are never permitted.
- School colors are blue and gold.
- Clothing displaying an unchristian or negative message is never permitted. Clothing displaying inappropriate or ambiguous slogans is never permitted.
- Clothing advertising rock groups is never permitted.

A perfect guide for proper attire is not to expose any part of the body that is not exposed when the student is in uniform.

LUNCH PROCEDURES

LUNCH ROOM

- Students eat their lunches in the school hall.
- Milk may be ordered from the school in the beginning of each school year, at the cost designated.

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.
- Students must be dismissed by the teacher on duty
- Students must maintain silence while in lines.

LUNCH RECESS

- Students may not return to the classroom after lunch unless they have a signed pass from a teacher.
- Students will proceed to the playground escorted by the playground monitor.
- Inclement weather necessitates students return to classrooms.
- Rules for behavior during indoor recess will be posted in each classroom.

Procedures

- Students must maintain silence while in line.
- Students may not eat outside the school hall.
- Students must remain in the assigned play areas at all times.
- At the sound of the bell, students must pick up balls, etc. and proceed to their lines.

INFRACTIONS

All infractions are handled by the teacher on duty.

ORGANIZATIONS

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

The main goal of the H.S.A. is to encourage communication and cooperation between parents, administrators, and teachers. H.S.A. is a vehicle for fund-raising; 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 (SAB)

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.

HEALTH AND SAFETY

HEALTH ROOM

- St. Bernadette School adheres to the policies and procedures of the Montgomery County Department of Health
- Our health room is staffed by a nurse from 8:00 a.m. to 3:00 p.m.
- 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 are asked to inform the school nurse when a child has a contagious illness so that classmates can be informed.
- 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 St. Bernadette School annually to check medical records and conduct vision and hearing tests.

FOOD ALLERGIES

St. Bernadette School recognizes that life threatening food allergies (LTA) are an important condition affecting many school children and will work collaboratively with the parents and primary care physician to address these allergies. **It is imperative that the parent inform the school nurse in writing that his/her child has a food allergy. This annual notification should include the type, severity, warning signs and symptoms of the allergy.** The school nurse will be responsible for informing the classroom teacher of this condition. If the parent is in agreement, the information about a child’s LTA will be share with designated staff members and the parents of his/her classmates. As with all medical conditions, confidentiality will be ensured for all students.

Classroom and Lunchroom procedures will be established to ensure the safety for students with LTA. Procedures will also be established to ensure the safety of children with LTAs participating in St. Bernadette sponsored after-school activities.

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 LTAs, 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.

COUNSELOR

School counseling and guidance services are available to the students of St. Bernadette School. 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.

CHILD ABUSE POLICY

The welfare of each child is important to our parents/guardians as well as to the faculty and staff of St. 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)

BUCKLEY AMENDMENT

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.

CHILD CUSTODY ISSUES

Parents should provide the school with any information and documentation regarding child custody, if applicable.

SEXUAL HARRASSMENT

The school recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws and Board of Education policies. Further, the school believes that sexual harassment is both morally wrong and offensive and will not tolerate such conduct on the part of any employee, supervisor, manager, administrator, student, or visitor. It is the school’s intent to provide all employees and students a work and learning environment free from sexual harassment.

INSURANCE

There is a student accident insurance plan, which has Archdiocesan approval. It is completely voluntary on the part of parents/guardians. When forms are made available for insurance, the school office will send them home in the Thursday folder. In the event that it is necessary to file a claim, the parent/guardian should file the claim within 48 hours.

FIRE DRILLS

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.

TRANSPORTATION SAFETY

Bicycle riding, skate boarding or riding other similar vehicles to school is prohibited.

Transportation of students to and from school other than by parent or guardian is strictly voluntary. All should be aware that heavy liability is incurred in the transportation of students to and from school under the provisions of Maryland State Law. Students are not permitted to be transported in the personal vehicles of teachers/staff.

CONDUCT

In accordance with the mission and core values and beliefs of the school, which emphasizes deep respect for human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interaction. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personnel relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. St. Bernadette School is committed to create an environment in which everyone feels emotionally and physically safe.

DISCIPLINE CODE

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)

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
Follow the uniform policy

DISCIPLINARY ACTIONS AND PROCEDURES

Parents and students must sign the Handbook Policy Form at the beginning of each school year. **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 St. Bernadette School.

Grades K-4 will abide by the discipline code.

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

Grades 5-8 will abide by the discipline code and point system of the school.

- Points will be assessed for each infraction of the discipline code for students in Grades 5-8. A total of five points will result in a detention which may be the first written notification.
- Each family and will receive a copy of the Discipline Code at the beginning of the school year.

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 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.

WITHDRAWAL/EXPULSION RESULTING FROM PARENTAL ATTITUDE, OR NON-COOPERATION

Under normal circumstances, a child is not to be deprived of a Catholic education on grounds relating to the attitude of parents/guardians. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents/guardians might so diminish the effectiveness of the school in acting *in loco parentis* that the continuation of the child in the school appears to be incompatible with the school philosophy. Behavior not in keeping with our community of faith will not be tolerated.

DISCIPLINE CODE:

A. 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.

B. 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.

C. 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.

D. 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 St. Bernadette School.

E. 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.

F. GUM

No student shall chew gum or place gum on any surface at school.

G. HARASSMENT/TAUNTING/TEASING

St. Bernadette School Policy Against Harassment

St. Bernadette School confirms the dignity of each person. It is our policy to provide an educational environment in which everyone is treated with respect. It is the responsibility of the student, teacher, parent, administrator, staff, aides or volunteer to conduct themselves in a manner which contributes to a positive school environment. Therefore, any form of harassment whether sexual, verbal, written, physical, visual or environmental is strictly forbidden. Any person who violates this policy will be subject to a disciplinary action up to and including termination or expulsion.

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.

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

St. 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.
- 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.

H. UNCHRISTIAN BEHAVIOR

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

I. INCOMPATIBILITY

Incompatibility is defined as flagrant or consistent defiance of the St. 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, tardies, and/or truancies, behavior and/or dress code violations.

The student is a St. 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.

J. 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 trash can 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.

K. MISREPRESENTATION OF THE TRUTH

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

L. OUT OF BOUNDS

St. 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.

M. 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 St. Bernadette School rules

N. SUBSTANCE ABUSE

- 1. Philosophy** – The use and abuse of alcohol, tobacco products, and other drugs is a significant problem among adolescents. St. 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 St. Bernadette School and risk the involvement of law enforcement agencies.**

At non-school activities, it is not the responsibility of St. 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.

O. 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.**

P. UNAUTHORIZED PERSONAL PROPERTY:

High Energy Carbonated Drinks, Skateboards, Ipods, Walkmans, Pagers, 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, 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 St. 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.

Q. 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.

R. 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 St. 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 St. 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 St. Bernadette School.

S. THREAT OF VIOLENCE

The Action Plan for an incident of a threat of violence is as follows:

1. As soon as that a threat of violence has been made (“I’m going to bring a gun to school and…” or “I’m going to kill you…”) immediate action will be taken with no exceptions with regard to determining the intent or seriousness of the

threat. These statements may no longer be made in school for any reason.

2. Upon reasonable confirmation of the threat, student will be isolated (taken out of the classroom and taken to administration).
3. Student will be kept under adult supervision at all times. Backpack search, etc. may be deemed appropriate.
4. Student's parent(s) will be notified that they are to come and pick up their child immediately.
5. The police/sheriff's department will be notified of the threat.
6. Student will be suspended immediately for a threat of danger to the health and safety of others.
7. Mandatory attendance to school counseling service within one week of any incident.
8. Further consequences will to be determined by the pastor/faculty/administration in coordination with law enforcement agencies. The Pastor and Diocese will be informed in case action from the office needs to be included.

Academic Dishonesty

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

Academic dishonesty includes, but is not limited to:

Plagiarism – is 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 – is 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.

Consequences: To be determined by the Administration including, but not limited to the following: First Offense - No credit on test or assignment, 45-minute violation, parent contact. Second Offense – No credit on test/assignment, Out of School Suspension, parent contact. Third Offense – Withdrawal/Expulsion from St. 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.

Detention

A total of five points will result in a detention. Parents are given written notification 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 2 detentions in a quarter and/or 3 detentions in a year will serve a 2-hour detention on Saturday. There will be a fee of \$25.00 assessed, 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.

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 on file throughout the student's enrollment at St. Bernadette School.

Withdrawal/Expulsion

In accordance with Archdiocesan regulation #5150, expulsion is a disciplinary action, which takes place when St. 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.
- 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.
- Two detentions, one Saturday Detention and Suspension in the school year.

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.

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

At any time during the school year, more specific information pertaining to school policy may be distributed. St. Bernadette School retains the right to amend this handbook for just cause. Parents/guardians will be given written notification of such changes.

