

PARENT/STUDENT HANDBOOK
2009-2010



St. Bernard's
Elementary School

63 River Street, Saranac Lake, New York 12983

Phone: 518-891-2830

Principal – Anne Bayruns

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<http://sbssl.com>

Our Mission:

“St. Bernard’s School, with its proud Roman Catholic heritage, is committed to promoting academic excellence, individual responsibility, and spiritual awareness in relationship with God and others.”

**St. Bernard's Elementary School
63 River Street
Saranac Lake, NY 12983
518-891-2830**

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 St. Bernard's Elementary Catholic School! In choosing St. Bernard's School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Bernard's School for the 2009-2010 school year. **Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Bernard's School during the 2009-2010 school year.**

The faculty and staff of your school 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, may carry it through to completion.

God bless you,

Ms. Anne Bayruns, Principal

St. Bernard's School

St. Bernard's School on the campus of St. Bernard's Church in Saranac Lake, is a pre-Kindergarten through 5th grade Catholic Elementary School in the Diocese of Ogdensburg. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher.

The Diocesan curriculum guidelines, consistent with the State of New York curriculum and standards, are followed for the teaching of all secular subject areas. A copy of the New York State Curriculum can be found in the Principal's office.

History

When Father Joseph Creeden arrived at St. Bernard's Parish in Saranac Lake, NY in 1922; the parish lacked a school. He immediately set out to correct this. Fr. Creeden acquired a small house located on what is now the school playground. This five room schoolhouse opened that fall to receive students. During the second year of operation the school's enrollment increased to the point where a new school was needed. The present school building at 63 River Street was completed in 1924 and classes began in the fall. St. Bernard's added a sixth grade in 1926, a seventh grade in 1932 and an eight grade in 1933.

In 1957 Father Zimmerman set out on a plan to build a new Catholic high school. In the fall of 1959 St. Pius X High School opened and at that time students in grades seven and eight were transferred from St. Bernard's to the new high school. In 1962 a four-room primary school was built next to St. Bernard's elementary facility. Today, this "little school" as it is commonly referred to, houses grades Pre-K through second. Pius X closed in June 1971.

The original elementary facility houses grades three through five, in addition to housing our library, music/art room and computer lab. Grade six was eliminated in 1976 with the introduction of the middle school concept into the Saranac Lake School District. Today St. Bernard's serves 72 students with 18 faculty and staff.

Diocesan Schools Mission Statement

Catholic Schools of the Diocese of Ogdensburg promote and proclaim the Gospel message in the context of the tradition and official teachings of the Catholic Church. Rooted in the humanities and sciences, they exhibit academic excellence and identify the uniqueness of their students. They foster a vision and desire in the students to develop as individuals and members of families and to continue life-long growth as Catholics and believers influencing society and the world.

Diocesan Philosophy

Catholic Schools promote and proclaim the gospel message in the context of the tradition and official teachings of the Catholic Church.

St. Bernard's School Mission Statement

St. Bernard's School, with its proud Roman Catholic heritage, is committed to promoting academic excellence, individual responsibility, and spiritual awareness in relationship with God and others.

St. Bernard's School Philosophy

St. Bernard's School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Ogdensburg.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods.
4. To aid students in evaluation of their own capabilities and vocational possibilities.
5. It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

St. Bernard's Faculty and Staff

Anne Bayruns	Principal
Ruth Catton	Nursery Teacher
Cathy Nason	Kindergarten
Kristin Germosen	Grade 1
Megan Czadzeck	Grade 2
Amanda Thouin	Grade 3
Katie Fleury	Grade 4
Michelle Valentine	Grade 5
Donna Foley	Art
Debbie Neill	Physical Education
Sandra Fiorile	Computer
TBA	Music
Jen Benson	OTA
TBA	Psychologist
TBA	Title 1 Math
Elaine Goff	Title 1 Reading
Jen Yousey	Title 1 Reading
Jamie Ackerson	Speech
Patricia Ammon	Administrative Assistant
Becky Fountain	Playground Supervisor
TBA	Teaching Assistant (nursery)
Amy Hagar	Primary Aide (Grade K-2)
Wendy Martin	Cafeteria Manager
Norman Vancour	Custodian
North Country Family Physicians	School Doctor
MaryAlice Smith	School Nurse
Suzanne Snizek	Dental hygienist

Volunteers

Carol Hunter	Foster Grandparent
TBA	After School Program Director

Absence

When a student is absent from school, a parent should call the office by 8:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Bernard's students.

Students should be fever free before returning to school. A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence. 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. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. When a student is absent 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. Students may also receive missed assignments from their teacher when they return to school.

Tardiness

St. Bernard's School day begins at 8:00 a.m. Any student arriving after the 8:00 a.m. bell will be considered tardy. Three tardies or three early withdrawals count as a ½ day absence.

Illegal Absence

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. All tests and assignments must be completed within one week of the absence.

Excessive absence (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.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. 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 hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 hours are considered a one-half day absence. **NOTE:** In order to be counted as attending school for a full-day, students must be present from 8:00 a.m. to Noon.

Academic Information

Students attending St. Bernard's will receive instruction in the following subject areas: Religion, Science, Social Studies, Math, and English/Language Arts. Each class will attend the following "special" classes once per week: Gym, Library, Computer, Music Art, and Outdoor Education.

The grading policy at St. Bernard's School is as follows:

Report cards are sent home quarterly. Parent-Teacher conferences are scheduled at the end of the 1st and 3rd quarters, at the discretion of the parent and teacher. Students not performing at passing levels will also receive 5 week reports, and a request for a teacher conference.

Grades are distributed differently to different grade levels.

At the Primary Level, Kindergarten through Grade 2: students are given progress indicators on a range from 1-4, with 4 being high and 1 being low. Grades for the students in Kindergarten through Grade 2 are given letter grades, and are as follow:

"A" - Outstanding

"B" - Above Average

"C" - Average

"D" - Below average

"U" - Unsatisfactory.

Grades 3-5 also use progress indicators from 1-4, with 4 as the highest score, and 1 the lowest. The percentage grades are coded as follows:

90%-100%: Outstanding

80%-89%: Above Average

75%-79%: Average

70%-74%: Below Average

69% and below: Unsatisfactory

New York State Assessments

The following tests are administered to our students in compliance with the New York State Department of Education standards:

GRADE	TEST	MONTH TO BE ADMINISTERED
3	ELA	January
	Math	March
	Diocesan Faith 2000 assessment**	May
4	ELA	January
	Math	March
	Science	April
5	ELA	January
	Math	March
	Social Studies	November

**This is a Diocesan religion test, and is not part of the NYS assessments.

Catholic Schools Week

The last week in January St. Bernard's school celebrates Catholic Education each year. Students attend prayer services or mass daily and work on an abbreviated schedule, where classes conclude most days by 11:30, and school wide activities take place after lunch. Some of the activities that students have participated in are: arts and crafts, workshops, movies, and skating at the civic center.

Admission Information

Nondiscriminatory Policy

St. Bernard's School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or any other school-administered programs. As openings become available, the following priorities will be used to accept students to St. Bernard's School:

1. Supporting Catholics*
2. Non-supporting Catholics
3. Non-Catholic students

*Supporting catholic means use of envelopes at mass.

Children entering Nursery School must be three (3) years of age by December 1st, and be toilet trained. Children entering Pre-K must be four (4) years of age by December 1st, and entering Kindergarten students must be five (5) years of age by December 1st.

At the time of registration, all new students seeking admission to St. Bernard's School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

*Verification of active parish affiliation/stewardship

+Use of weekly envelopes or automatic deposit

*Health Records

*Immunization Records

*Birth Certificate (original)

*Baptismal Certificate (Catholic applicants only)

*Report Cards

*Standardized Test Results

*Record of IEP Students applying for Admission in Grades 1-5 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Bernard's School will meet the educational needs of the students. An interview with the student is part of the admission process.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Bernard's School. Non-Catholic students whose parents accept the philosophy of St. Bernard's School will be accepted on a space available basis.

Financial Obligations

TUITION SCHEDULE SCHOOL YEAR – 2009-2010

NURSERY SCHOOL

Program	One time payment*	Two Payments**	FACTS *** payment plan
Three Year Old (2 days per week)	\$500	\$250	\$50 per month
Four Year Old (3 days per week)	\$600	\$300	\$60 per month

SUPPORTING CATHOLIC

(using envelopes each week at mass)

K-5 tuition	One time payment*	Two Payments**	FACTS*** payment plan
1 child	\$1,600	\$825	\$165.00
2 children	\$2,750	\$1,400	\$280.00
3 children	\$3,900	\$1,950	\$395

NON-SUPPORTING CATHOLIC

(those that do not use envelopes, and/or do not attend St. Bernard's Parish)

K-5 tuition	One time payment*	Two Payments**	FACTS*** payment plan
1 child	\$2,100	\$1,075	\$215
2 children	\$3,500	\$1,800	\$360.00
3 children	\$5,000	\$2,500	\$505.00

*\$50 deduction if paying in one payment (due July 1). Does not apply to Nursery School.

**Payments are due July 1, and January 1

***FACTS payments require a deduction from your checking or savings account for 10 months, with payments beginning on July 1st, and ending on April 1st.

PLEASE NOTE: You may pay for one child in full, and utilize the FACTS service for the second child.

Withdrawal Policy

Families must notify the school in writing if a student is withdrawn from the school. Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount. Registered students who withdraw after December 15th are responsible for the full tuition amount. The school will not forward records for students who withdraw with an outstanding balance.

Allergy Policy

St. Bernard's School recognizes that life threatening allergies are an important condition affecting many school children and positively welcomes all pupils with allergies. In order to minimize the incidence of life threatening allergic reactions, St. Bernard's 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.

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.

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. The emergency medical services will be called immediately.

Awards

The following awards are given at the end of the fifth grade and are bequeathed at the graduation mass at St. Bernard's Catholic Church:

Bishop's Award – One student receives the Bishop's Award, which is given to an OUTSTANDING STUDENT from the school. The student must be a fifth grader, and is selected by a committee chaired by the principal of the school and includes members of the faculty, the pastor of the school, and pastors of the parishes within the Region.

The outstanding student award is given to that student, who evaluated by both the faculty and his/her peers, has demonstrated high leadership and potential in the following categories:

- (1) ***Spiritual Development***: This category includes the student's participation and practice of his/her religion, particularly his/her faithfulness and reverence towards worship experiences and services.
- (2) ***Character Evaluation***: This category includes a willingness to cooperate with school policies and class policies; good leadership and citizenship characteristics; and moral strength.
- (3) ***Participation in School-Sponsored Activities***: This category includes active participation of the student in class projects, school-related activities, and extra-curricular activities.
- (4) ***Scholastic Effort***: This category includes the amount of effort put forward in one's schoolwork.

Qualities to be looked for and which typify or fulfill this outstanding student would be: devotedness, cooperation, participation, general behavior, scholarship and sportsmanship.

In addition, the award should go to a student who, besides showing high academic ability, has participated competently in activities. He or she should be an ideal of the school's ideal student: hard working, honest, reliable, considerate and of good moral qualities. Included in this award are intellectual ability and service. The award should include Christian service, which is characterized by a Christian spirit of charity, concern, sympathy, devotion, service to others. Academic excellence in religion should not be the sole criteria.

Eligible to participate in this award is a student who:

- (1) has attended this particular school for at least one-half of the possible length of time,
- (2) is a practicing member of his/her religion and in good standing,
- (3) if a Roman Catholic, is an active member of a parish.

The Principal's Award

The principal's award goes to the student who shows integrity throughout the school year. He/she is a kind person, a hard worker, strong in their faith and service to their community. The principal chooses the student based on the entire school year observation.

The Good Neighbor Award

This award is given by Mr. Ron Keough of the Keough Family of Saranac Lake, and is given to one girl and one boy in the fifth grade, who exemplify the characteristics of a true friend ~ kind, non-judgmental, and helpful to all.

Birthday Observances

Students in Grades Pre-K through Grade 5 are invited to come to the Principal's Office for a birthday treat. Parents may send in cupcakes or cookies to share with their child's class.

Student Conduct

St. Bernard's School attempts to provide a safe environment for all individuals. In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. 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 personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which the students' sense of appropriateness will indicate to them. The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but no limited, questionable books and pictures, white-out, Sharpie markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 layers, or anything that will detract from a learning situation are not allowed at school. Key chains and toys may not be attached to student backpacks.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

A copy of the detention page is shown below:

<u>St Bernard's School Detention/Work Study</u>	
Student: _____	Date: _____
Detention assigned by: _____	
Reason for Detention: _____	

Reason for Work Study: _____	

<input type="checkbox"/> May go to recess/outside when work is completed.	
<input type="checkbox"/> Parental notification requested by Principal	

Bullying

St. Bernard's School has a zero tolerance policy on bullying. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension and/or expulsion from the school. Parents will be called for each infraction that occurs, and made aware of the consequences given for the child's behavior.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion, as well as parent notification.

Child Abuse Laws

St. Bernard's School abides by the Child Abuse laws of the State of New York. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Crisis Plan

St. Bernard's School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. St. Bernard's Church
2. Harrietstown Hall

Discipline

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form (see the form at the back of this document) with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$50.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Bernard's School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal. Students whose parents have violated the Parents as Partners agreement in this handbook (page 17) may also be excluded from St. Bernard's School.

Emergency Drills and Procedures

State Law requires that fire drills be held periodically throughout the year. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Return to building when signal is given.

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 trips 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 must use assigned transportation.

Gifts

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. Valentines distributed at classroom parties should include a Valentine for each student in the class.

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.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Home-to-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. Bernard's School uses a folder system. Official school-wide emergency communications are sent using the School Reach phone system and/or e-mail addresses.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted first. Homework may be assigned to students Monday through Thursday. Homework will not be assigned to students on Friday evening. Students are not permitted to return to the classrooms after the 3:00 p.m. dismissal. It is the student's responsibility to bring all assignments home prior to leaving school. Any student who does not, may face a consequence, given by the classroom teacher, the next day.

Library

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).
- (3) Books damaged or lost must be paid for by the student before any other materials may be checked out.
- (4) 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 the items will be donated to charity.

Breakfast/Lunch Program

St. Bernard's School offers a hot lunch program daily, as well as breakfast each morning. Breakfast can be purchased for \$1.00 per day, and will have a set menu daily, which will be sent home at the beginning of each school year. Each day milk, juice, cereal and toast are available. Students wishing to eat breakfast at school may not enter the school until 7:15 a.m., and should report directly to the cafeteria. Lunches are prepared by the public school, and cost \$2.25 per day. Students in grades 3-5 may purchase snacks from the snack shack for \$.25 or \$.50. Parents may send a weekly, monthly, (or any other) amount they wish to the school and the student may use their "account" until it is depleted. The school secretary will keep the account updated daily, and a notice will be sent when the account drops to \$10.00. 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. Lunch period is a time for students to relax, eat and visit quietly with their friends. Students are expected to use the same manners required in the classroom during breakfast and lunch periods. After the students clean up, there are quiet activities for them to do while waiting for the period to end. Courtesy toward other students and cooperation with breakfast/lunch monitors are in order at all times.

Medication and Sickness

Over-the-counter and prescription medicines may not be given out by any staff member. There are two ways a child may take medicine during the school day:

1. With a written note (permission) from the doctor ~ then a staff member can administer the medicine dose.
2. A parent may come to school and give his/her child medicine.

Administering such procedures as an epipen, cannot be given to a child unless we have a doctor's note saying that the child is allergic to bees, or a food item, and should receive the serum if he/she comes in contact with the allergen. If the child does come in contact with the allergen, and we have a note from a physician, the epipen treatment will be given immediately by a trained staff person.

ALLERGIC REACTION: If a child has an allergic reaction, and no note is on file from the parents indicating the allergy, then standard emergency procedures will ensue and the rescue squad will be called, as well as the school nurse.

ILLNESS IN SCHOOL: If a child is faint or regurgitates, parents will be called to pick up the child. (The child will rest on the cot in the secretary's office until the parents come to school.)

If a child is not feeling well (hot, stomach ache, ear ache) the child's temperature will be taken. If no fever, the child is sent back to the classroom and told to come back later if he/she still does not feel well.

If the temperature is 99-99.4, the parent is called to decide if the child should go home. If the temperature is 99.5 or higher the parent is called to pick up the child.**

HEAD LICE: If a parent calls to tell us about a problem of head lice, the children in the affected child's class will have their heads checked by the principal or assistant principal. If another child is found with the same problem, the school nurse will be called to check heads to confirm the find. If confirmed the parents will be called to pick up the child and will be asked to do a head treatment with the child. When the child is ready to return to school the child will be rechecked by the school nurse.

** School reach will be utilized to notify all parents of contagious conditions that arise at St. Bernard's school.

Emergency Procedures for Accidents & First Aid

Serious accident:

- Rescue Squad is called
- Parents are called
- Health folder of child is brought from the school office to be available to EMT
- If parent cannot be contacted, a staff member will ride in the ambulance with child
- If parent cannot be contacted, school nurse is called to meet ambulance at hospital
- Write up of accident is recorded in accident binder by person on duty
- Information is updated and treatment needed is recorded in the binder to report to the parents when they stop in the school, call the school office or a staff member calls them.

Slight head or face injury:

- Child is brought to the office by a staff member, another parent or another student
- Injury is checked by a nurse or someone on staff who received First Aid training
- Ice is applied
- Parent is called to report accident and injury
- Accident is written in binder

Knee Scrape or slight bump

- Child is brought to the office by another student
- Ice is applied for bumps
- Wound is cleaned with soap and water/band aide; or antiseptic/band aide is applied by nurse or office person.
- The accident is recorded in the binder

First aid courses are available to full time staff members and staff playground/cafeteria/office staff at the beginning of a school year. Staff members are given an update to renew their First Aid Certificate every three years.

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.

Dress Down Guidelines

Students may wear:

- *jeans
- *athletic pants
- *tennis shoes
- *sneakers
- *shorts no shorter than three inches above the knee
- *skirts no shorter than three inches above the knee
- *skorts
- *sweatshirts
- *jogging suits
- *dresses
- *slacks

Students may not wear:

- *flip-flop sandals/crocs
- *no open back shoes
- *tank tops
- *T-shirts with inappropriate writing
- *sneakers that convert to roller skates
- *pajama pants
- *hats

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 PRINCIPAL.

Parents Role in Education

We, at St. Bernard's School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Bernard's School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Bernard's we trust that you will be loyal to this commitment. During these formative years (Pre-K to 5), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. 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 he/she is capable of becoming.

As Partners in the Educational Process at St. Bernard's 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 bag lunch every day.

And then;

- To actively participate in school activities such as Parent-Teacher Conferences;
(cont'd on next page)

- 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;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- 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 with respect and courtesy in discussing student problems.

Parent Educator Association (P.E.A)

St. Bernard's School depends on all the families to support P.E.A. fundraisers. Without parent support throughout the year, P.E.A. cannot meet its financial goals to help support St. Bernard's School. We depend on parents to volunteer their time for the fundraisers each year. The fundraisers scheduled for the 2009-2010 school year are: Daily Lottery, and Holiday Calendars, as well as the 4-wheeler raffle and the SCRIP shopping card program.

Goals and Objectives

1. To assist in continuing quality education at SBS.
2. To continue to keep the lines of communication open; act as a liaison for parents with all boards connected with SBS; and to act in the best interest of SBS parents.
3. To provide a determined amount of money for ordinary, budgeted operating expenses for SBS.
4. To engage in active fundraising for the purpose of providing goods, needs, and services to SBS not budgeted by the Education Council.
5. To foster and maintain a high quality of life through social activities for parents, families and friends of SBS.

PEA Officers

President	Sue Starr
Secretary	Beth Sullivan
Treasurer	Jamie Fogarty
Public Relations Coordinator	Mary McLean
Volunteer Coordinator	TBA

Meetings:

The PEA members meet for a business meeting the 3rd Tuesday of each month at 6:30 p.m. in the school library. All parents are invited and encouraged to attend. Refer to the monthly school calendar for exact time, room and program. PLEASE JOIN US!

Education Council

St. Bernard's Educational Council serves to implement diocesan Department of Education policies and support Catholic Education. It is responsible for all policy decisions which effect the administration, financial planning, maintenance and future goals of the school.

Meetings:

St. Bernard's Education Council meets the 2nd Thursday of every month at 6:30 p.m. in the school library. All board meetings are open to anyone who is interested in the school and its operation.

Education Council Members

Jemell Ellis-Branch	President
Chip Samperi	Vice-President
Dorothy Altemus	
Beth Bevilacqua	
Peter Crowley	
Jamie Fogarty	PEA Representative
Jim Murnane	
Lynne Murphy	
Sylvie Nelson	
Nathalie Thill	Recording Secretary
Rosemary Warner	

By-Laws are available for review in the school office.

Promotion Policy and Retention Policy

Advancement to the next grade in St. Bernard's 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 grading policy is discussed in the ACADEMIC SECTION of this handbook, page 5) 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 will not be allowed to continue as a student at St. Bernard's School.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every ten (10) weeks.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Bernard's School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with

the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

School Hours

Grades K through 5: 8:00 AM – 2:20 PM.; Pre-K 9:00 a.m.-11:30 a.m., Mon-Wed-Fri.

At St. Bernard's School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions. The school doors are opened for students at 7:15 AM. Students arriving at that time will go to the Cafeteria until they are dismissed to the playground at 7:45 AM . Please check the school calendar and weekly newsletter for early dismissal dates. St. Bernard's School offers an **After School Care Program** Attendance at the afterschool program can be daily, weekly or any number of days that the child wishes to attend. The cost is one-half the daily rate for a second child, and if the program is utilized 4 or more days per week another discount is given, call the school office for rates. The after school program is open any day school is in full day session. A fee of \$1.00 per minute is charged for students remaining in the program after 5:30 PM. Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who are not picked up by 5:30 PM will receive:

- a reminder phone call to pick up your children on time
- Repeated failure to pick up your child(ren) from After School Care on time will result in your child(ren) not being allowed to attend the After School Care program.
- Students not picked up by 2:20 p.m. will be sent immediately to the After School Care Program. Parents are charged the daily per child rate for using this program.

School Office Hours

The school office is open on all school days from 7:30 AM – 3:00 PM.

School Safety

St. Bernard's School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest, or online) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Student Records

St. Bernard's 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 Mail. No records will be given to parents to

transport to the new school. No records will be sent to transferring schools of students whose financial commitment is in arrears.

Title IX

St. Bernard's School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Uniforms and Dress Code

Uniform components (pants, shorts, skirts, jumpers, blouses, shirts, vests, and sweaters) may be purchased through Rose Uniforms, Inc.® (Call the school to get the Phone # and the School ID for use when ordering) or order online at www.roseuniforms.com

The school uniforms for students are as follow:

Boys:

Navy pants with white, grey or blue collared shirts.

Girls:

Plaid SBS Jumpers with white, grey or blue collared solid color blouses, or navy pants with white, grey or blue collared shirts.

NOTE: Turtlenecks with fleece vests or cardigan sweaters are acceptable for both boys and girls in cooler months, but must be in the uniform colors listed above.

All students must be in uniform every day. There will be dress down days which will be announced during the course of the school year (a dress code for such days is included in this handbook on page 16). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

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 student during the day. This is an interruption to the teacher and to the educational process.

Volunteers

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. The school principal should be informed if it is necessary for parent volunteers to bring pre-school siblings to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the school reach phone system.

*****Right to Amend***

St. Bernard's School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder or through e-mail communication or school reach phone calls.

Parent Signature Page

I have read the 2009/2010 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Parent/Guardian signature

Date

Parent/Guardian signature

Date

Student signature

Date

Please provide a current e-mail address so that we may forward important notices and events to you.

e-mail address (Please Print Clearly)

Please return to Mrs. Bayruns by September 18th.

FIELD TRIP PERMISSION SLIP

To Whom It May Concern: I hereby ask permission for my

son/daughter _____ to attend

_____ (Description if
place or activity)

Leaving from _____; at _____ am/pm;

And returning at _____ am/pm;

Educational Purpose of the Trip _____

_____.

Students will need:

I do not hold anyone connected with this activity responsible if any misfortune should occur. I understand and support the fact that my son/daughter must comply with the directions given by the school to the group involved in this activity. In order for my child to go on this field trip, he/she must have all assignments up to date and must have acceptable behavior prior to the field trip.

Transportation by: _____

Signed: _____

Date: _____

Principal: _____

(To be used by the parent if the original slip is misplaced)

TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement Adapted from NCEA's From the Chalkboard to the Chatroom. As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Bernard's School: 1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab. 2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel. 3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive. 4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited. 5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive. 6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage cause by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Date: _____

Student Signature

Return by September 18th.

PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter _____ to be photographed or videotaped at St. Bernard's Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Bernard's School.

Parent Signature: _____

Date: _____
Return by September 18th