

# **SAINT BERNADETTE SCHOOL**

## **BRIEF HISTORY**

Saint Bernadette School was founded in 1948, when Monsignor Joseph A. O'Brien, the founding Pastor, completed the first building containing both church and school.

Over the years, the school has undergone many changes. The Sisters of Notre Dame de Namur staffed the school from 1948 to 1973 and laid its strong educational foundation. They were succeeded by the Sisters of Saint Joseph of Chestnut Hill who, for ten years, continued the work of educating the children of the parish until their withdrawal in 1983. Presently, the school is administered by the Oblate Sisters of Saint Francis de Sales, whose founder is St. Leonie Aviat, and is staffed by the dedicated faculty of religious and lay teachers.

Since 1986, Saint Bernadette School has been fully accredited by the Archdiocese of Philadelphia and the Commission on Elementary Schools of the Middle State Association of Colleges and Schools.

Saint Bernadette School enjoys the support of the priests and families who comprise our parish community and who aid our efforts in providing quality Catholic education for all our students.

## **PHILOSOPHY AND GOALS OF SAINT BERNADETTE SCHOOL**

Saint Bernadette School is a Catholic elementary school of the Archdiocese of Philadelphia, which serves the educational needs of children of varying intellectual abilities within the parish of Saint Bernadette from preschool through the eighth grade. It is under the direction of the Oblate Sisters of Saint Francis de Sales and is staffed by a faculty of religious and lay teachers who attempt to create for the school community an atmosphere enlivened by the Gospel spirit of freedom and charity in which the student is helped to reach his/her fullest potential as an individual spiritually, intellectually, socially, and physically in immediate preparation for entrance into high school and ultimately for life and life eternal.

In the achievement of its primary purpose, the school, as an integral part of the total parish community, assists parents in the task of educating their children. As they grow academically within the parish/school community, students experience the constant interaction of a living "community of faith" through the care, example, concern, and involvement of their parents, teachers, and priests. As a result, Christ and His message permeate all areas of the students' experience of learning and living, and they grow to acquire a sense of responsible freedom as Catholics and to accept and appreciate the heritage of American democracy.

Saint Bernadette School, motivated by the love of Christ and committed to the pursuit of excellence in the apostolate of Catholic education, strives to achieve the following objectives.

1. To *transmit* the Catholic message and to assist the students to develop a mature personal relationship with Christ.
2. To *help* each student to fuse religious truths and moral integrity with life in contemporary society and the world of technology; basic to this task is instruction in the authentic doctrine of our faith.
3. To *foster* in the students a positive self-image and a spirit of inquiry and discovery that will inspire them to attain a mastery of the curriculum commensurate with their potential.
4. To *provide* the students with fundamental knowledge and useful skills.
5. To *encourage* the children to extend their interests beyond themselves into the total community with a desire to love and serve God.
6. To *give witness* to the meaning of Christian service by a dedicated effort to instill Catholic truths and wisdom creating a climate of warm-hearted concern, mutual respect, and joyful enthusiasm.

7. To *encourage* the students in the practice of respect, proper behavior, good manners, polite speech, and appropriate dress on a daily basis.
8. To *initiate* those changes and innovations that will improve the education of the students, better preparing them for life in today's world.
9. To *respect* the cultural and intellectual differences of the students and to respond sensitively to them.
10. To *encourage* the involvement and active cooperation of parents as partners in education, aiding them to recognize, accept, and encourage the true abilities of their children.

### **RELIGIOUS EDUCATION**

The students of Saint Bernadette School have regular instruction in their faith, not only through their religion classes, but also through the Christian witness of the parish/school community that surrounds them.

Opportunities to worship and express devotion are an integral part of the spiritual life of the school through First Friday Masses, the Living Rosary, the May Procession, the Stations of the Cross, Penance Services, etc.

Parents and teachers work together to prepare the children for reception of the Sacraments of Reconciliation, Holy Eucharist, and Confirmation under the direction of our priests and the Parish Director of Religious Education.

### **CURRICULUM**

Saint Bernadette School follows the approved curriculum of the Archdiocese of Philadelphia, in compliance with what has been set forth by the Commonwealth of Pennsylvania. Students receive a complete readiness program in preschool and kindergarten. Instruction in the basics of reading, language, mathematics, spelling, social studies, science, computer literacy, and health form the core of the school's academic program. Classes in art, music, and physical education complete the curriculum and contribute to the education of the whole child.

### **HOMEWORK**

Homework is given throughout the grades. Its purpose is two-fold: to assess the students' grasp of what was taught and/or to reinforce it. Homework and projects should be viewed as a learning experience. By means of such assignments, students learn to do research and to extend and apply what they already know to new material, thus developing essential thinking and organizational skills.

Assignments vary in length. Study assignments as well as written ones are given. These should be ones that the student can do independently. Suggested time allotments for homework are as follows:

Grades 1-2 = 30 minutes  
Grades 3-4 = 60 minutes  
Grades 5-6 = 90 minutes  
Grades 7-8 = 120 minutes

Homework assignments sheets are given to students in grade 1 and 2. Assignments books are required for all students in grades 3 – 8. Parents are encouraged to supervise students' homework and study periods.

Incomplete or missing homework has a bearing on the student's assessment.

In some cases, tests are to be signed and returned to the school. The tests will be sent home in the weekly Friday folders for students in grades 1 – 4. In grades 5 – 8, tests are to be sent home as they are given back to the students. Not all test booklets can be sent home with test results. Parents are encouraged to contact their child's teacher if they have concerns about a specific test.

The students in grades three through eight have access to their grades on a website with individual web pages assigned to each child. Parents and students are encouraged to browse their web page regularly to keep abreast of the child's performance, and particularly at crucial points in the year, such as mid-trimester and end of trimester times. The school does not send written notice of a child's performance unless the parent specifically requests this information since up to date information is available at all times on the web page.

Teachers, especially in the upper grades, make an effort to coordinate their schedules so that no more than two major tests will be scheduled for the same day. Weekly spelling tests are not considered major tests; therefore, they may be scheduled on a day with two major tests. Projects, however, will often come due at the close of a marking period, so students are encouraged to organize their long-term assignments carefully.

## **GRADING**

Report card grades will be calculated according to the system established by the Archdiocese of Philadelphia. Grades are based on test and quiz results, class participation, copybooks, special projects, and homework, and other pertinent work.

In grades 1 – 3, a letter code is used. A numerical system is used in grades 4 – 8. The numbers from 1 to 4 are used for all students in assessing personal growth and development, attitude and effort, art, music, physical education, handwriting, and computer education.

If a student receives a failure due to lack of effort and /or incomplete homework, the student can become ineligible to participate in school activities.

Report cards are distributed three times a year; kindergarten children receive an assessment of their progress at the time of parent conferences and at the end of the year.

## **HONOR ROLL**

Students in grades 6 – 8 may be awarded honors at the end of each marking period. The criteria is as follows:

Students must receive a 3 or above in any subject using the 1-4 criteria; in addition

First Honors: the final grade point average must be 94 or above

Second Honors: the final grade point average is between 87 and 93.

In addition, no subject may have a grade lower than 83.

A 2 or a check in Growth or Effort will keep the student from receiving Honors.

The present report card for Growth and Effort, as well as for all "specials", has four evaluations. We are equating the 4 as outstanding (A), the 3 as Good (B), the 2 as Satisfactory and/or needs improvement (C), and the 1 as Unsatisfactory (D).

## **STANDARDIZED TESTING**

Students in grades 2 – 8 participate in the Archdiocesan standardized testing program each year. Students in grades 4 – 8 take the test in the fall; students in grades 2 and 3 take the tests in the spring.. The tests measure both academic achievement and ability. Their primary use is an assessment of how well the school accomplishes its task of covering the curriculum. In addition, they also provide an objective view of class strengths and weaknesses as well as those of individual students. Parents receive the results of their child's tests as well as a summary sheet of the school's total performance.

## **PARENT-TEACHER COMMUNICATIONS**

Conferences for parents and teachers are scheduled during the first trimester; the teachers and/or parents can also initiate a conference at any time during the year.

Parents who wish to request a conference may leave a voicemail message in the teacher's mailbox or use a written note to request a time when they and the teacher can meet together. The teachers make an effort to respond to voice mail and written messages in a timely fashion.

The education and development of our children benefit from good communication between the parents and the school. St. Bernadette's has an Open Door Policy and communication between the principal, teacher, and parent is always encouraged.

### **ACADEMIC PROBATION**

Academic probation is a school policy for students who have received a failing grade in one or more academic subjects in a given trimester. Students in this situation are on probation for the next marking period and must apply themselves with more effort to bring up their grades to a passing mark in order to be removed from academic probation. The school reserves the right to ask a student to withdraw after a period of academic probation if he/she has not brought up the grades to a passing mark or if no improvement in effort has been noted.

### **PROMOTION AND RETENTION POLICIES**

Students who demonstrate a mastery of the curriculum for their respective grade level will be promoted to the next grade at the end of the school year.

Students whose academic performance shows an inadequate mastery of the curriculum for their respective grade levels may be retained if their effort and achievement have been deficient throughout the year. Students who have received a failing grade at the end of the school year must do summer work or have proof of tutoring before they can advance to the next grade level. Failure to attend summer school and receive passing grades will mean retention for the following year.

In cases where a student is likely to be retained in a grade in order to gain a stronger foundation for future success and a more mature attitude toward study, the school will notify parents of the possibility of retention during the last trimester. The understanding and cooperation of parents is essential. However, in accordance with the Archdiocesan policy, it is the school that has the final decision for the promotion or retention of a student

### **STUDENT CODE OF BEHAVIOR**

#### **Students at St. Bernadette School:**

- are expected to treat everyone in a Christian manner, showing respect and courtesy in their speech and actions.
- are expected to accept responsibility for their own actions.
- are expected to respect the opinions and property of others and to care for the school's materials
- are expected to conform to the school's regulations for conduct and for dress.
- are expected to exercise self-control on all occasions.
- are expected to observe the rules for safety and quiet in the halls, on the stairs, during safety drills, etc.
- are expected to recall that their conduct reflects the education received from their home and their school. This includes their conduct at extra-curricular activities
- are expected to learn and to conduct themselves so as to allow others to learn while in school.

### **DISCIPLINARY POLICIES**

Discipline is the foundation of a well-ordered society. It must be initially established in the home by the parents and reinforced and build upon during the children's school years through the cooperation of parents and teachers.

Saint Bernadette School strives to foster growth in self-discipline and to discourage misbehavior by means of demerits and the disciplinary referral system.

## DEMERITS

- For lesser offenses, demerits will be given by the teachers. If a student receives two (2) demerits in the First Trimester, he/she will receive a 2 on the report card. If a student receives one (1) demerit in the Second or Third Trimester, he/she will receive a 2 on their report card. This is automatic and may be lowered to a 1, according to the evaluations of the teachers.
- **5 demerits:** If a student has accumulated 5 demerits the student and parents will have a conference with the principal to discuss the future plans of the student. **The student at this point, is no longer eligible to participate in any school activities such as class trips and color days. This is at the discretion of the principal and teachers.**
- The accumulation of **10 demerits** will result in a one day suspension. The student is also not allowed to participate in any school activities.
- When a student continues to accumulate demerits beyond this number, the principal and parents will meet to discuss alternative schools that may perhaps better serve the student's needs.

If a student has three unexcused lateness, he/she may receive a demerit, at the discretion of the teacher. If a student does not return a test signed by a parent within the allotted amount of time, he/she may also receive a demerit, at the discretion of the teacher.

## DISCIPLINARY REFERERRAL

For more serious offenses, a disciplinary referral will be given in grades three through eight by the principal

- **2 disciplinary referrals:** 1day suspension, probation until the end of the school year, parent-principal conference.

## DISCIPLINARY PROBATION

A student who has been placed on disciplinary probation will be expected to show serious effort to improve his/her behavior. During this time students will not be permitted to participate in special school activities, e.g., class trips, etc.

## SUSPENSION

A student may be suspended immediately for any of the following:

- serious physical fighting
  - obscene language or gestures
  - cheating on a major test
  - inappropriate use of the internet
  - any behavior considered seriously unacceptable by the school
- In addition to the in-school suspension, a student is placed on disciplinary probation for one trimester.
  - If a student is suspended more than once, he/she may be asked to leave the school. In extreme cases, immediate expulsion may occur with the approval of the pastor.

## NON-DISCRIMINATORY POLICY

Saint Bernadette School does not discriminate on the basis of race, color, creed, ethnic origin or sex in the admission of students or in the employment of faculty and staff.

## **ADMISSIONS**

Any child who meets the criteria for parish membership, age and health requirements, and whose family is able to meet the financial obligation that enrollment entails is eligible for admission to Saint Bernadette School. Parishioners are accepted first, on a first-come, first-served basis. After sufficient time has elapsed for registration, non-parishioners may also be accepted if space is available.

In order to be admitted, the family is required to present the child's birth certificate and immunization record. Prior to entrance into either kindergarten or first grade, the child must undergo a physical examination and present the school with the report at the time of entrance in September. Students transferring to the school follow the same procedure as those entering school for the first time.

The student is enrolled when the school has received the complete registration forms and registration fee.

## **FINANCIAL POLICY**

Tuition payments may be made on a monthly, semi-annual, or annual basis. The first payment is due on the date stated in the school financial document distributed in the spring. Parents are notified of the current tuition per child and per family before the close of the preceding school year.

A Lunch Fee is charged for each child (grade 1-8) who stays for lunch. This fee is paid in late September. The money from this fee is used to pay parents who assist with lunchroom and recess supervision. Tuition and fees are non-refundable. No report cards or transcripts may be given as long as tuition and fees are owed to the school. No student will be permitted to graduate unless all tuition and fees have been paid.

## **ATTENDANCE-ABSENCE-LATENESS**

If a student will be absent or considerably late, parents should call the school office before 8:30 AM to report the fact.

A note stating the reason for the absence is required when the student returns to school. If the absence has lasted for five school days due to illness, a doctor's certificate is also required.

If a student arrives at school after 8:10 AM, he/she will be considered late and will not be admitted to class without a late slip signed at the office.

Students who must be excused from school through an early dismissal must have a note from their parents that is to be signed by the principal. Students must sign a book in the office on leaving the building and upon returning.

If a student needs to be excused earlier from school or needs an excuse because he/she is not in uniform or cannot participate in the physical education program for a time, a note from the parents is required.

Student attendance is important, and for their own benefit, children should not stay away from school except for serious reasons, such as illness. As assigned make-up work is only a poor substitute for classroom instruction, the school strongly urges that family vacations be scheduled to coincide with school vacation.

## **SCHOOL DAY AND CALENDAR**

The school day begins at 8:10 AM and ends at 2:55 PM. The school is not responsible for students who are on the premises before 8:00 AM. At 8:00 AM, the students are escorted into the building by their teachers.

The lunch period extends from 12:05 PM to 12:50 PM.

The students will be dismissed at 2:55 PM. Students are not permitted to stay on the school property unless they are supervised by a teacher or are taking part in an organized activity approved by the school.

*Kindergarten hours are as follows:* half day program (8:10 – 11:30 AM)  
full day program (8:10 – 2:45 PM )  
*Preschool hours are as follows:* morning session (9:00 - 11:30 AM)

The school publishes its own yearly calendar for families and notifies them in advance if a change occurs. In compliance with state law, the school is in session yearly for 180 days.

## **COMMUNICATION**

There are several different forums that are used to effectively communicate happenings at school to our parents.

- Family Envelope – distributed once a week through the youngest member in the family enrolled in St. Bernadette's. It contains documentation of activities and happenings about the school as well as notes from Home and School.
- The school has a web site found at [www.st-bernadette.org](http://www.st-bernadette.org) and the principal has a principal's web page that links off of the school web page.
- Open Forums – Open meetings held by the Principal four times throughout the school year.
- School Phone System – Each teacher is assigned a voicemail box number. You may contact your child's teacher by leaving a voicemail at any time. Note that the teacher may only be able to retrieve his/her messages later in the day. Please give sufficient time for them to respond to your request.

## **VISITS TO STUDENTS DURING SCHOOL HOURS**

As the school is a place of learning, parents ordinarily do not need to visit with their children while school is in session. However, in unusual and urgent circumstances, the school administration can permit such a visit to occur.

Minor emergencies, such as forgotten lunches, gym uniforms, homework, etc., will be handled in the following way: Parents are requested to leave the forgotten item on the bench in the school's outer lobby.

All visitors must use the main doors to access the building. Upon entry, please ring the button to the left of the doors in order to be able to open the doors and report directly to the school office to sign in. All persons entering the building are requested to wear an identification badge for security purposes.

## **UNIFORMS**

Saint Bernadette School has a distinctive uniform reflecting the school colors of "blue and white" in honor of Our Lady.

### **Kindergarten:**

Girls – Navy blue short skort, skirt, pants or walking shorts. A white dress shirt or turtleneck and navy blue sweater (cardigan or pullover). Navy socks or tights and dress shoes in navy or black. Nothing may be imprinted but the school name.

Boys – Navy blue walking shorts or pants and a white golf shirt for warmer weather and/or white dress shirt in winter. Navy socks and dress shoes.

[www.frenchtoast.com](http://www.frenchtoast.com) is a great site for all the navy and white dress code items. [www.allheartkids.com](http://www.allheartkids.com) is another discount web site which offers the same French Toast brand and Dickies uniform brand. Many stores also offer the uniform – Flynn & O'Hara, C & M, Sears, JC Penny and Target to name a few.

**For girls in Grades 1-5:** blue and white plaid jumper, white blouse (peter pan collar) or white turtleneck, navy cardigan sweater (optional) with school name. Girls are to wear navy crew socks in warmer weather and navy tights during the winter months.

**For girls in Grades 6-8:** a plaid, pleated uniform skirt and turtleneck; girls wear navy crew socks or leotards. If a sweater is needed, it must be the official school sweater.

**For boys in Grades 1-8:** navy blue dress slacks, plain black belt, white dress shirt (winter), white golf shirt with school name imprinted (warm weather), navy blue tie, and navy V-neck pullover sweater (optional) with school name imprinted.

A black or brown substantial shoe is to be worn. Blouses and shirts may have short or long sleeves.

Make-up is not to be worn by students.

Students in uniform or on the school premises are prohibited from chewing gum.

No jewelry should be worn with the uniform with the exception of wristwatches, pins given by the school, and one pair of earrings for girls with pierced ears. Earrings should be small and discreet. The boys are not permitted to wear earrings.

Hairstyles for both boys and girls must be neat. The school reserves the right to decide what is or is not acceptable with regard to uniform and hairstyles. A moderate amount of hair spray may be used to hold bangs in place. Spiked, striped, or teased hairstyles are not acceptable. Tails area not permitted. The boys' hair may not go past the top of the shirt collar.

Gym uniforms are required for physical education classes. The uniform is as follows: Saint Bernadette tee shirt, royal blue gym shorts, white socks, white or blue and white gym shoes, and royal blue sweat suits.

All infringements of the dress code can be an occasion for a demerit. For more serious or repeated infractions, parents will be called and expected to pick up their child. The student will be readmitted when the situation has been remedied. Parents are asked to assume the responsibility of seeing that their children are properly dressed and truly representative of the school.

### **CARE OF MATERIALS**

Students are expected to take care of all personal and school materials and property:

- Books, copybooks and book covers may not be written on or torn. If so, they will be replaced at the student's expense.
- Student desk and materials are to be neat and clean at all times.
- All areas of the building and grounds should be kept neat and left in order by anyone using them.
- No student may enter a teacher's desk, closet, office or books without specific permission.

Furniture and materials damaged by students must be replaced at their expense.

### **CHILD ABUSE POLICY**

The protection and welfare of the children entrusted to us is a primary concern for the school. This is especially true in the sensitive area of actual or suspected child abuse. The school maintains a tactful manner of acting with regard to cases of suspected child abuse.

Symptoms of physical, emotional, sexual or mental abuse are to be reported to the school administration by the teacher in accord with the prescription of Act 124, the Child Protective Services Law of the Commonwealth of Pennsylvania. A discreet inquiry will be made into the matter and the proper authorities will be consulted, so that families may be helped and children protected.

Serious parental neglect also falls into this category and is handled by the school in the same manner.

## **RIGHTS OF PRIVACY FOR STUDENTS AND PARENTS**

The Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) is applicable to any school that directly receives federal funds. This law provides for limited accessibility to the student's records by parents/guardians, for the right to challenge misleading or inaccurate information contained in the student's records, for the necessity of obtaining written permission for the release of records, and for the right of students and/or parents/guardians to be notified of their rights under this law.

In compliance with this law, Saint Bernadette School respects the student's and the family's right of privacy and limits the access to student records to the principal and designated school personnel in the fulfillment of their responsibilities. With the exception of "directory" type information (name, address, phone number), the school will not release the information contained in the student's records to anyone outside the school community without prior written consent from the parents/guardians. However, in the case of a duly authorized subpoena or court order, the contents of a student's record may be released without written parental permission.

If parent/guardians wish to exercise their right to a review of the student's records, the school must be notified of the request in advance.

## **FEDERAL AND STATE AID**

Saint Bernadette School is the beneficiary of a few federal and state aid programs, which provide resources and services to children.

The school receives Chapter II services: Pennsylvania Act 89 benefits our students through educational and psychological evaluation services, speech therapy, counseling, and remedial programs offered through the Intermediate Unit.

Pennsylvania Acts 90 and 195 provide our school with an allotment for student textbooks and learning materials, a financial aid that saves families the cost of a book fee. Act 373 provides eligible students with busing.

## **HEALTH SERVICES**

The school receives the services of a nurse one day per week. Children are cared for in the event of illness or injury. Children who must take medication during school hours are required to bring the medication to the school in the original prescription container with directions attached.

Students are required to have a physical examination upon entrance into school and again in grade six. All students are required to have a Pennsylvania immunization card and an emergency card on file in the school office: they are updated annually.

Regular vision and auditory screenings are conducted for the students.  
The children also receive the services of a dental hygienist.

## **INSURANCE**

Students, volunteers and personnel are covered by insurance for all school activities on school grounds or elsewhere.

## **INSPECTIONS**

The school is regularly inspected for compliance with fire safety and health regulations. It is also free of hazard of friable asbestos in the areas where students and faculty work.

## **FIRE DRILLS**

The school conducts a minimum of ten drills a year in accord with the safety regulations of the Commonwealth of Pennsylvania. Silence is maintained during fire drills, and students should proceed quickly and quietly, following the directives of their teachers. Some of these drills will also be lock down practices, evacuation practices, and others of this nature. Volunteers and other adults in the building must always sign in and should follow whatever drill procedures are taking place.

## **SAFETY PROCEDURES**

Concern for the students' welfare is the first and most important school policy. To meet this goal, the following procedures will help parents and students become more conscious of safety precautions and safe ways of acting.

1. *Change of address or phone number* – Parents are expected to notify the school office of any change of address or change of home or business phone number. This information must be kept up to date so that parents may be quickly notified in emergencies

2. *Before School* – Students are requested not to arrive at school before 7:30 AM. Once students arrive at school, they are required to wait with their classmates in the assigned area until the doors are opened at 8:00 AM. In cases of bad weather or extreme cold, students will come in to Dougherty Hall.

3. *After School* - Students who remain after school for an assigned activity are to remain in their classrooms until dismissal has been completed. They are then to report to the designated room for the activity. Students may not wander the corridors or cause disruptions outside other rooms. Students, who need to return to school after 3:00 PM for forgotten books, etc., must check in before going to a classroom. No student will be admitted to the school after 3:30 PM.

4. *Leaving and Returning to School During Regular School Hours* - In addition to the request made in writing by the parents for excuse from class, students must notify the school office that the person picking them up has arrived before they leave the premises. They must also notify the office when they return. The students must sign a book indicating the time they left and returned.

With the exception of the note, the above procedure is to be followed by students who leave for serving Mass, etc. When students return to school, they are to go immediately to their classes after notifying the office of their return.

5. *Bicycles* - Students who ride bicycles to school are obliged to know and follow the traffic rules for bicycle safety. Students must walk the bicycle in and out of the schoolyard. For security, bicycles should be chained to the bicycle rack. The school accepts no responsibility for lost or damaged bicycles or parts.

6. *Movement* - Students should walk at all times within the school building. Running in the rooms, the corridor, on the stairs, or on the playground areas is forbidden. Students should not push in line; they should be silent while walking in line. Objects should not be thrown inside the building, except during supervised gym classes.

7. *Walking to and from School* - Students should walk to and from school in groups. Parents should instruct children not to stop to talk to strangers nor to get into strange cars or accept food from strangers.

8. *Bus Transportation* - Students who reside in Havertown have the services of bus transportation for school and kindergarten due to the hazardous conditions of crossing Township Line. Bus service is also available for some of our students in Upper Darby. Students who ride the bus are required to observe the rules for bus safety and courtesy. A teacher supervises these students after dismissal until the bus picks them up. Students who usually ride the bus must have a note if they will not be going home by bus.

9. *Cars and Traffic Pattern* - For the safety of our children, no cars will be permitted in the lower parking lot during school hours.

For times of arrival and dismissal, the traffic pattern is one way around the school block – East on Harper Avenue, south along Bond, West on Turner and North on Marvine.

In the morning - all students should be dropped off at **the curb on Harper or Bond Avenue**. Cars should not come into the parking lot to drop off children. Cars may not park on Harper or Bond during school arrival time.

For dismissal - cars will enter the lower parking lot by the school, wait in the parking lot for the children to be dismissed, and leave by the middle exit to Harper. Student safeties assist children for a safe and orderly dismissal.

### **EMERGENCY SCHOOL CLOSINGS**

In the event of an emergency school closing or a delayed opening, the families of Saint Bernadette School should look for information on the school website ([www.st-bernadette.org](http://www.st-bernadette.org)) or call school for a message on the phone system.

For snow closings, the school's **Snow Code** is **488**. Radio station KYW 1060 announces school closing after 6:00 AM.

### **VOLUNTEERS**

Volunteers perform a valuable service for the school. They assist teachers by working with small groups of students in the library, in the computer center, and with the lunch program. They also aid the school and individual teachers with clerical help.

### **LUNCH PROGRAM**

The students may go home for lunch. Parents who wish their children to remain at school must pay a non-refundable annual fee per child by mid-September.

Parents may volunteer for lunchroom duty and receive a stipend for their time. Volunteers not only assist in the lunchroom; they are also required to help supervise the children during the lunch recess.

A list of rules and regulations concerning behavior during the lunch/recess period is given to each family at the beginning of each scholastic year. Consistent failure to comply with these rules and regulations may result in a student being dismissed from the program.

### **HOME AND SCHOOL ASSOCIATION**

Saint Bernadette School has an active parents organization. All parents are members and pay an annual membership fee. The board, composed of officers and members, governs the organization. The Home and School Association works to help the school in offering an enriched and effective educational program for all students.

Fund raising activities help provide direct help to the school and also make Home and School programs such as cultural enrichment activities possible. Everyone's participation is a prerequisite for success.

### **SCHOOL TRADITIONS**

Various traditions have been established at Saint Bernadette School over the years:

**The Living Rosary** in October gives our students the opportunity to form a "living rosary" to show their love for Our Blessed Lady.

**The Christmas Show** brings the message of Christmas to all our families.

**Academic Fair** is an open house exhibit displaying and demonstrating of all the exciting happenings in the school.

**Spring Show** is a theatrical production put on by our Junior High students.

**The May Procession** honors Mary as our Queen and our Mother.

**“Blue and White Day”** concludes our school year with a day of fun and activities for all.

**“Color Day”** is one day a month that enables the children to dress in play clothes. A small donation is made to benefit a charitable cause.

**Spring Awards Assembly** celebrates the students’ hard work throughout the year.

### **CLASS TRIPS**

Educational field trips are encouraged. Written permission from parents/guardians allowing children to participate and releasing the school from liability is required for each trip. A faculty member, assisted by other adults, must accompany the students on any trip. Elementary school students are not permitted to schedule overnight trips.

Any student who has not conducted him/herself properly will not be allowed to go on the class trip. This would include any serious infraction, or 5 demerits, or academic failures. The trip may be cancelled for that student any time prior to the day of the trip.

### **STUDENT INTERNET ACCESS CONTRACT**

Students and parents must sign the Student Internet Access Contract. The Office of Catholic Education developed this document and is a binding contract that must be signed by each student enrolled in the school. A copy is attached within this document.

### **PHOTO RELEASE/PHONE BOOK**

In order to ensure the rights and privacy of our students and families, parents are asked to sign a release form authorizing the school to submit pictures to the newspapers and other publications. This form is signed once during the time the student is enrolled in the school.

Each year parents are asked to sign a form authorizing the school to include student information (name, address, phone number) in the school phone book.

### **DRUG/ALCOHOL POLICY**

The drug and alcohol policy is attached and will be strictly followed by the school.

### **SCHOOL/STUDENT ACTIVITIES**

Saint Bernadette School involves the students in activities that will extend their concept of service to others, such as sacrificing for the Missions, participating in a Read-a-Thon, Service Club, sending greeting cards to the sick and elderly of the parish, etc.

Students participate in the annual celebration of Catholic School week.

Other activities such as student safeties, plays, contest, science fairs, etc., enable our students to extend and develop their abilities and potential for service.

*Nothing is as strong as gentleness; nothing so gentle as real strength*

St. Francis de Sales

# SAINT BERNADETTE PARISH DRUG/ALCOHOL POLICY

## **PREFACE**

This policy, including the rules, regulations, and guidelines, is a concerted effort of Saint Bernadette parish to respond openly and effectively to the current uses and abuses of drugs, alcohol, and mood altering substances by members of our entire parish/student population.

## **DEFINITION OF TERMS**

**Staff** – any teacher, coach, or assistant, paid or volunteer, working with students in the name of the parish.

**Student**– any member of our parish or school up to and including 18 years of age.

**Drug/mood altering substance/alcohol** – shall include any alcohol or malt beverage or any drug listed in Act 64(1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter the mood.

**Tobacco, dip** – shall include any illegal or restricted substance used for smoking, chewing or dipping.

**Distributing** – deliver, sell, pass, share, or give any alcohol, drug, mood altering substance as defined by this policy, from one person to another or to aid therein.

**Possession** – possess or hold without any attempts to distribute any alcohol, drug, mood altering substance determined to be illegal or as defined in this policy.

**Cooperative Behavior** – shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests/ recommendations of the staff and school personnel.

**Uncooperative Behavior** – is resistance or refusal, either verbal, physical, or passive on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and truancy shall constitute examples of uncooperative behavior. Uncooperative behavior shall include the refusal to comply with recommendations of a licensed drug and alcohol facility.

**Drug Paraphernalia** – includes any utensil or item which, in the school's or parish's judgement, can be associated with the use of drugs, alcohol, or mood altering substances. Examples include, but are not limited to, roach clips, pipes, papers, and bowls.

**Suspicion** – this means there is a present observable student behavior and/or appearance that warrants the suspicion. Rumors are not classified as suspicion.

## **RULES AND REGULATION**

A student, who on school/parish grounds or anywhere at a school/parish-sponsored activity, is under the influence of alcohol, drugs, or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be restricted substance or over-the-counter drug, shall be subject to discipline pursuant to the provisions and procedures outlined in this policy. This shall include tobacco in all its forms

## **SPECIFIC RULES, REGULATIONS, AND PROCEDURES REGARDING ALCOHOL AND DRUG USE.**

### **A student contacts a staff member in regard to his/her personal drug or alcohol use.**

1. The student is informed of resources available and encouraged to seek assistance.

### **A student has a drug/alcohol related medical emergency.**

1. The nurse will be summoned. Student will be transported to a medical facility.
2. The principal/priest/CYO staff member or other administrator will investigate the incident. This may include a search of the student, student's desk, school bag, and other possessions.
3. The principal/staff member calls the parents to inform them of the health problem/medical emergency.
4. Staff member writes an anecdotal report of the incident.

**A student possesses drug-related paraphernalia. No evidence of use.**

1. The principal/priest/CYO staff member or other administrator is summoned.
2. The paraphernalia is confiscated.
3. The principal/staff member investigates the incident. This may include a search of the student, student's desk school bag, and other possessions.
4. The principal/staff member calls the parents to inform them of the incident.
5. The student is informed of the disciplinary consequences of his/her behavior.
6. The student is referred to a certified drug/alcohol counselor for mandatory drug counseling.
7. Disciplinary action: the student will be suspended from school for one day and from school/parish activities for two weeks.
8. Staff member writes an anecdotal report of the incident.

**A student possesses, uses, or is under the influence of drugs or alcohol. First offense. Cooperative behavior.**

1. The above-mentioned procedures will be initiated.
2. Disciplinary action:  
First time: the student will be suspended from school for two days and from school/parish activities for a month

**Second offense**

1. The above-mentioned procedures will be initiated.
2. The pupil is suspended from school/parish activities until he/she receives an assessment from a certified drug/alcohol treatment center and abides by their recommendation. The parents and student must agree to share the findings with the school.
3. The parents and student will follow the recommendations of the assessment.
4. Disciplinary action:  
**Second time:** the student will be suspended from school for three days and from school/parish activities for an academic quarter (nine weeks).  
  
**Third time:** the student will be expelled from school and school/parish activities.
5. Staff member writes an anecdotal report of the incident.

**A student possesses, uses, or is under the influence of drugs or alcohol. First offense and uncooperative behavior.**

1. The above-mentioned procedures will be initiated.
2. If the student refuses to cooperate, he/she will be subject to expulsion from school and parish activities.
3. Staff member writes an anecdotal report of the incident.

**A student found in the act of distributing alcohol and/or drugs within the area of the school's jurisdiction will immediately be expelled from school and parish activities.**

## **Playground Regulations**

Due to the restricted space and the closeness of traffic, the following safety regulations are in place anytime the students are gathered outside.

1. Balls that land in the street may not be retrieved by the students; with permission from the person in charge of the supervision, an adult may be allowed to do so.
2. Running and physical contact of any kind is not allowed
3. Throwing of objects is not allowed with the exception of a supervised game and the use of the basketball hoops.
4. Students may not go to cars that pull up to the curb, even if they know the person; everyone must report to the main office for security reasons.

## **Supervision regulations for lunch monitors and volunteers:**

- Adult supervisors are to be stationed throughout the area in designated spots in order to cover the entire area safely.
- Adult supervisors are expected to remind students if they see behavior that is not appropriate.
- Students who fail to cooperate should be reported to the person in charge.
- If a student is injured or sick, the adult supervisor should report this to the person in charge and follow instructions.
- It is important that the adults supervising do not become involved in conversation with other adults but keep their full attention on the supervision of the students.
- Adult supervisors should not retrieve balls that go out into the street unless the person in charge has given permission.
- In order to maintain safety, the adult supervisors need to be particularly alert to inappropriate physical contact, running, and the throwing of objects and assist in correcting these situations immediately.