



Parent/Student Handbook
2018 - 2019

St. Bernard School
A Catholic Elementary

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<http://www.stbernardcatholicschool.com>

St. Bernard School
Parent –Student Handbook
2017 - 2018

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A Parents' Prayer

*O Father of us all
who has given me these, my children
and committed them to my charge
to bring them to you, and to prepare them for life everlasting
Assist me with Your heavenly grace, that I may be able to fulfill
my sacred duty and stewardship.
Teach me both what to give and what to withhold,
when to reprove and when to praise.
make me gentle, yet firm,
considerate and watchful, and deliver me equally
from the weakness of indulgence
and the excess of severity.
Grant that, both by word and example,
I may be careful to lead them in the way of wisdom and true piety
so that at last I may, with them
be admitted to the joys of our true home
In heaven.*

Amen.

Your Involvement Leads to Your Child's Educational Success !

- Parents are a child's primary educator, and that role of teacher will continue throughout your child's school years. For this reason, it is very important that you become involved in their education.

- There are many ways that you can participate in their educational program:
 - Participate in school activities. Attending Parent/Teacher conferences, parent/teacher organization meetings and visiting their classroom are the basic starters.

 - Work with your child on his/her schoolwork. Build on their strengths and try to improve on their weaknesses. If you show an interest in your child's work, he/she will tend to work harder.

 - Know what is going on at school. Always read the parent newsletters and important papers within the Communicator envelope sent home with your child. The more informed you are, the easier it will be to prepare for school everyday.

 - Communicate with the school. Talk to the teacher and stay informed of your child's progress. Search out answers to questions and concerns.

 - Discuss school with your child and show a genuine interest in what their school activities are.

- St. Bernard School's academic program is fully accredited through both WASC (Western Association of Schools and Colleges) and NCEA (National Catholic Education Association).

Parents are key factors in how well a child will do in school.

To ensure success for your child, get involved.

St. Bernard School

MISSION STATEMENT

St. Bernard School serves as a vital component of the multicultural St. Bernard Parish Community. We believe we are called by God to continue the mission of Jesus, while nurturing and developing each child's unique talents. With the guidance of the Holy Spirit, we commit ourselves to make Christ visible by; respecting all people, becoming positive examples, and sharing responsibility for the needs of others.

PHILOSOPHY

We recognize that a child's most powerful role models are their parents. We strive to build a bridge between home, school, and church to support our goal of faith development and excellence in education. Together with parents, we as Christian educators develop responsible and compassionate students thirsting for knowledge. Students will learn to discover knowledge by searching for truth, thinking critically, and problem solving. As a result, students will develop a healthy curiosity, and become receptive to the world around them. Our aspiration is to help students build a strong moral conscience and a desire for true social justice in order to create a better community in which they can take ownership and pride.

We believe that through education, the empowerment of young Catholic citizens can effect the transformation of our society; therefore, we challenge our school community to academic excellence. The faculty and staff aim to develop in each child a sense of his or her own potential and to provide, through a spirit of cooperation rather than competition, the climate and encouragement for each to achieve at his or her maximum level.

**ST. BERNARD SCHOOL
2017 - 2018
FACULTY/STAFF**

Pastor.....Fr. Toribio Gutierrez
Principal.....Mr. Aaron De Loera
Vice Principal..... Ms. Jacqueline Reyes
Office Manager.....Mrs. Anna Duran
Accountant.....Mrs. Sue Larsen
Preschool Director..... Ms. Jacqueline Reyes
Religion Coordinator.....Mrs. Varinia Lopez
Kindergarten..... Ms. Jacqueline Reyes
Grade 1.....Mrs. Varinia Lopez
Grade 2.....Ms. Angela Fusillo
Grade 3.....Ms. Nicole Casillan
Grade 4Mr. Eric Bray
Grade 5.....Mr. Kyle Kelly
Grade 6.....Ms. Carolina Valadez
Grade 7.....Mrs. Micki Wood
Grade 8.....Mrs. Maria Vitale-Hassel
Preschool Teacher.....Ms. Jessica Soto
Preschool Teacher.....Mrs. Veronica Ramos
Preschool Teacher.....Mrs. Lorena Murguia
Physical Education.....Ms. Brianna Garcia &
Ms. Ashely Gutierrez
Athletic Director.....Mr. Michael Sutherlin

SCHOOLWIDE LEARNING EXPECTATIONS

Faith * Achievement * Respect * Expression * Confidence

We, the faculty of St. Bernard School, believe that we share in the mission to proclaim the goodness of God and to assist in the total development of the children we teach. Inspired by the message and teaching of Jesus, we are committed to providing an educational environment which will strengthen the spiritual and social values of the student and enhance her/his personal and academic development. The philosophy of our school is directed toward the growth and maturation of the child through Christian formation, the pursuit of academic excellence, and the cultivation of positive attitudes towards self and others.

History

St. Bernard Catholic School opened on October 7, 1946 as a four-room school with a total enrollment of 178 students. The Sisters of St. Joseph of Orange, with Sister Mary Edward Leveque as principal, staffed the school. We continued to increase student enrollments even as new parishes were added and boundaries were revised. To handle the increasing size of the student body, four new classrooms were added between 1950 and 1952. School enrollment began dropping during the period of construction of the San Gabriel River Freeway (Interstate 605) and the Artesia Freeway (California Freeway 91) and as local dairies closed and families relocated to make room for the freeways. As a result, St. Bernard began accepting students from outside the parish boundaries, a positive inclusion policy that continues today. The present student body is diverse in ethnicity as well as religion, including a small number of non-Catholics.

In 1965, a decision was made to replace the original three school buildings due to their deteriorating condition. Adjacent property to the original site was purchased and a new two-story building was constructed. This building is still in use today.

As the enrollment expanded, the pastor decided that additional classroom space was needed. A five-room complex was built in 1991 that now includes a Pre-Kinder classroom, Kindergarten classroom, Computer Lab, Music room, and Library.

In June 1986, the sisters of St. Joseph of Orange terminated their administration of the school. Lay principals have been in place administratively since that time. The principal, as well as the faculty and staff, are as dedicated to the spiritual-formation of SBS students as there are to their academic foundations.

DAILY SCHEDULE

School yard supervision begins at 7:30 a.m. and ends at 7:55 a.m. when the first bell rings. Students arriving between 7:30 a.m. and 7:55 a.m. must sit at the lunch tables. Students may not arrive before 7:30 a.m., unless they are signed in to AM Daycare. St. Bernard School will not assume responsibility for students left unattended on the schoolyard.

Daily Schedule

7:55 a.m. School Begins

10:00 - 10:15 a.m. K - 4 Recess

10:15 - 10:30 a.m. 5 - 8 Recess

11:30 – 12:15 p.m. K – 4 Lunch

12:15 – 1:00 p.m. 5 – 8 Lunch

3:00 p.m. Dismissal

Friday dismissal is at 12:45 pm

TEACHER APPOINTMENTS

Parents are encouraged to consult with a teacher whenever any questions, difficulty or misunderstandings occurs. Prompt communication between home and school is key to addressing concerns before they become problems. The proper procedure to be followed is:

1. Make an appointment with the classroom teacher to discuss your child's progress or to discuss any problem or misunderstandings which may have arisen. This may be done by sending a note to your child's teacher or emailing teacher through SchoolSpeak. Teacher appointments can generally be scheduled within the half hour immediately before or after school providing the teacher is not on yard duty.
2. Please approach the Principal after meeting with the classroom teacher, if needed and the attention of the principal is vital. Principal appointments maybe scheduled by telephoning the school office. School Policy requires that all classroom visitors receive permission and sign in at the school office before entering any classroom.

Friendship Hall

Rectory

Church

Parish Hall

Library

Restroom

Server room

WTR & Computer Lab

Music Room
Resource Room

Kinder

Restroom

Pre-K

Boy's Restroom	Room One	Room Two	Room Three	Room Four	Office	Girl's Restroom
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Lunch Area

Storage	Room Eight	Room Seven	Room Six	Room Five	CCD Office	Faculty Room
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UPSTAIRS

DOWNSTAIRS

ARCHDIOCESAN AND SCHOOL POLICIES

1. GENERAL INFORMATION

Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. This may include removal of a family and its students from the school.

Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- **May not have any paid or volunteer assignment in any ministry in the Archdiocese, and**
- **May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

VIRTUS® Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events

Revised August 2012

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them

- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors
- Parent or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements

Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

Revised August 2012

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign a Code of Conduct form to verify that they understand their obligations.

Parent/Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall

act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools (DCS) Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

Parent Board or Parent-Teacher Organizations and Consultative School Council

If the school has a Parent Board, Parent-Teacher Organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

Parent Board or Parent-Teacher Organizations

The main functions of a parent or parent-teacher teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the board/organization shall include the

pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

Consultative School Council

The general responsibilities of the consultative school council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the council's goals and activities.

The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a consultative school council.

2. ADMISSION AND ATTENDANCE

School Student Non-Discrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the student's needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

Guidelines for Admission to Elementary Schools

- Preferences are given to active members of the parish
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students

- The pastor and principal will review a student's continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Parent Authorization to Use Child's Personal Information

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

Transfer of Records

Student Transfers, Withdrawals and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

Cumulative Pupil Record

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

- Permanent records cards include only the following information:
- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- Standardized test data
- Transcript of classes
- Attendance information shall be included
- Record of withdrawal or graduation and place to which any copy of the record is sent
- Verification of or exemption from required immunization through high school graduation

Absence

Principals and teachers are responsible for recording the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register. SBS absences are recorded in-class by the teachers through the new *SchoolSpeak* System and officially recorded by the Office.

Absences with Acceptable Excuse

When a student is absent, the parent/guardian must call the school to advise on the student's status by 9:00 am. **A written excuse, signed by the parent or guardian, is required upon the student's return to school along with a doctor's note.** Excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld.

Leaving School Early

A student may not leave the school before the regular dismissal time without a verbal/written request from a parent or guardian. The request must state the reason for early dismissal. The request must be valid and excusable. Student who miss 30 minutes or more of school instruction without a written excuse are subject to truancy based on truancy policy below.

Tardiness

Tardiness is regulated by the State of California Department of Education. Excessive tardies can be reported to and investigated by the state. A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

SBS ABSENCE / RELEASES AND TARDIES

Parents are asked to call the school before 9:00 a.m. on the day their child will be absent from school. A written excuse dated and signed by the parent or guardian is required on the day the child returns following an absence.

Students are tardy if they are *not in their class line before 8:00 a.m.* Students that arrive after designated time, must receive a Late Notice from the Office in order to enter their classroom. If arrival occurs after recess, they are marked half-day absent. Students arriving after attendance has been taken must report to the school Office *accompanied by a parent/guardian* for an admission slip. If a pupil is to be sent home during the

school day, she/he must be accompanied by an authorized adult. The school reserves the right to approve or deny a request for students to leave school unaccompanied by an authorized adult. *Excessive tardiness may result in financial penalty.*

Truancy

A student who is absent from school *without an acceptable excuse* ten full days in one year (or three per trimester) and/ or is tardy or absent for more than any 30-minute period during the school day on ten occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district. School will monitor student's attendance and the school will notify parents if a student is close to or has reached the maximum of absent days per trimester.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, *without an acceptable excuse*) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, *without an acceptable excuse*, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

Work Permits

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov.

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit

the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

A copy of the signed work permit must be kept in the student's file.

For additional information and forms see

<http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

Student Accident Insurance

The Student Accident Insurance Program is provided for all full-time students in archdiocesan schools/parish. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

SBS ARRIVAL AND DISMISSAL PROCEDURES

For the safety of all children, please follow:

DROP OFF PROCEDURES:

1. Parents must park in designated parking spaces.
2. Parents not using the drop off lane must park and walk their children to the front gate.
3. All students arriving between 7:30 and 7:55 must sit at the lunch tables.
4. All cars must enter lot *slowly* from Beach Street and exit on Park Street.
5. The Park St. gate will be closed to vehicle traffic from 8:30 am to 2:30 pm.

PICK UP PROCEDURES:

1. Parents must park in designated parking spaces.

2. Parents PreK -4th must pick up their child(ren) at their classrooms or lunch benches and walk them back to the car. Parents of 5th- 8th must wait by the lunch benches.
3. All cars must enter lot *slowly* from Beach Street and exit on Park Street.
 4. Students will not be released to anyone that is not authorized. Please make sure you inform the front office of who is an authorized person to pick up your child.

“The safety of your children is our main concern.”

SBS DISASTER PLAN

The school conducts regular Earthquake/Fire/Lock-Down drills. The students assemble on the yard in designated areas under adult supervision. In case of a natural disaster and according to state law the students will be released only to a parent or to another person designated by the parents on the student’s Emergency Card.

In brief, instructions for the parents are:

1. Be calm. Most students will emulate the emotions of adults when in crisis.
2. **DO NOT** phone the school. Lines will be needed for emergency use.
3. Tune into your radio.
4. When notified through *SchoolSpeak* emergency text/email contact, report to the designated release area to sign out student(s).
5. Volunteer if you are able.

PROCEDURES IN THE EVENT OF A CHILD COLLAPSING DURING SCHOOL

1. A “First Aid Certified” supervisor adult or teacher will immediately attend to the student, administering first aid as needed.
2. If the injuries or condition of the student appears to be serious, 911 will be immediately called.
3. We will fill out an accident reporting form/personal incident form and send it to the appropriate office or department

PROCEDURES IN THE EVENT OF A MISSING CHILD

1. There will be a brief yet thorough check of the school grounds.
2. Parents will be called and anyone whose name appears on the emergency pick up card to inquire if they picked up the child.
3. If the two steps fail in locating the child, we will **IMMEDIATELY** call the police, making available to them a picture of the child, age, height, and weight descriptions that can be found in their file.

3 ACADEMICS AND CO-CURRICULAR ACTIVITIES

Tutoring

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.

All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

SPORTS PROGRAM

St. Bernard School participates in the Catholic Youth Organization (CYO) of the Catholic School League. This organization provides a program of inter-school athletic competition. Students compete in volleyball, basketball, softball, football and cheerleading. Participation is a privilege based on academics and behavioral performance. *All athletes and parents must adhere to the schools' code of conduct* and have completed the required forms/fees in order to participate. All SBS coaches must be fingerprinted and *Virtus*-trained prior to the start of season or practices. **Student participation requires parents/guardians to provide transportation and time accommodations for the team's practice and game schedules. Repeated absences or early-withdrawals from scheduled practices/games will result in reduced playing time and/or suspension from sports activities.**

COMPUTER LAB

Students in Grades PreK-8 are given the opportunity to learn computer skills through the use of our recently updated computer lab. The Acceptable Use Policy must be signed in order for students to use the computer and have internet access. Students will use computers under the guidance and supervision of both their classroom teachers and computer lab assistant to enhance instruction in all areas of curriculum.

In August 2016, using Jog-a-thon funds, (15) Lenovo Chromebooks and a wheeled charging cart were purchased for use within the Gr. 6 – 8 classrooms as part of the new “Block” scheduling. These laptops are for in-class use only and cannot be removed from the school or borrowed for any off-campus purpose.

MEET THE MASTERS

Meet the Masters provides interactive, multi-media art education and introduces Monet, Van Gogh and 35 other Master Artists to students in grades Kindergarten thru 8th grade.

ACADEMIC DECATHLON

The Academic Junior High Decathlon is a competition for students in grades 6-8. There are ten events. Two are collaborative team efforts – a logic quiz with 20 rigorous thinking problems, and a super quiz with 50 multiple choice questions on five broad academic themes. The remaining eight events test individual knowledge of the Roman Catholic doctrine, English, Literature, Science, Mathematics, Current Events, Social Studies, and Fine Arts (Art and Music). Participation is based on behavior as well as academics.

STUDENT COUNCIL

The purpose of the council is to train students in leadership, to encourage a high standard of scholarship, to arouse school spirit, to demonstrate the practical application of democracy, and to advance the welfare of the school and its members. In their position as council members, students are expected to be role models for the student body. Conduct unbecoming to student leaders may be cause for removal from office. Members and candidates for Saint Bernard Student Council offices must maintain a B average in conduct and a C average in all subject areas and meet qualifications as outlined in Student Council By-Laws. (Copy available in school office). Any student who is suspended may be removed from the student council

RELIGION PROGRAM

Students of SBS follow the Archdiocesan policy and prepare for their sacraments of reconciliations and First Communion in Second Grade using the *Faith First Legacy*

edition textbook. Classes K – 8 are also using the *Faith First* Legacy series. Religion is a graded subject and we hold ourselves and our students accountable as God's children, following His commandments. FaithFirst.com offers students involved in the classroom program study materials and online activities. **All “class mass” dates (2nd Sunday of each month) are scheduled at start of the year. Attendance is mandatory for each class' assigned monthly mass, as it is part of their Religious curriculum.**

HOMEWORK

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework. Homework is an important part of each student's academic year. **Assignments can be viewed nightly by parents through their child/rens *SchoolSpeak* log-in and/or the daily Assignment Agenda book (gr. 4 – 8).**

Student's Responsibilities:

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- To gather all materials necessary to complete assignments before leaving the classroom
- To complete all assignments to the best of his/her ability
- To return materials and assignments on time
- To make up any missed homework that the teacher requires

Family's Responsibilities:

- To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the student, but not do the actual homework
- To check that your child has edited his/her homework for spelling (Kindergarten and First Graders may use invented spelling as appropriate), punctuation, neatness,
- To notify the teacher when homework presents a problem
- To read school notices and respond in a timely manner. Regular backpack clean-ups can be useful in helping students to organize their materials.

Teacher's Responsibilities:

- To provide purposeful homework
- To provide clear directions and instructions

- To implement a system for routinely checking homework
- To communicate to the student and family what is expected for completing homework successfully
- To communicate with families when students are not consistently completing assignments

- Homework includes reading every night as we help each student develop the habit of being a lifelong reader. Written assignments over the course of a week may include a balance of assignments in other content areas such as writing, spelling, math, social studies, science, and long-term projects.

- In Kindergarten, the homework is for families and children to spend time together with books. Often, especially in the beginning of the year, this will mean parents and family members reading aloud to children. As the year progresses and Kindergarten children bring more books from school to home, students may be reading to and with family members.
 - Recommended Time Allotments for Homework

- At St. Bernard School, we know that the amount of time it takes each student to complete homework assignments will vary. The following chart indicates what we believe is approximately the appropriate amount of time for children in each grade to spend on homework. If your child diligently does his/her homework for the maximum allotted time and does not complete it, you may write a note to the teacher explaining the situation. If this is an on-going problem, please make arrangements to talk to the teacher. If your child thoroughly and neatly completes the homework very quickly and you believe that your child needs additional homework, extra reading or writing, or additional practice with Mathematics skills with IXL is recommended.

The following times may be utilized as guidelines to determine the minimum time for completion of written homework:

- Grades 7 and 8: 60-90 minutes
- Grades 5 and 6: 45-60 minutes
- Grades 3 and 4: 30-40 minutes
- Grades 1 and 2: 10-20 minutes
- Kindergarten: 5-10 minutes

PROMOTION / RETENTION

A student earning an "F" average in two major subjects may be retained, given a conditional promotion or asked to transfer. In this case promotion is dependent on satisfactory completion of summer remediation and the parents signed request for

promotion instead of retention. Parents will be notified if there is a possibility of retention for their child. A student must receive an "A" through "D" average in academic subjects to qualify to receive a diploma.

TESTING PROGRAM

All students in Grades K-8 will be tested four times a year as part of the Archdiocesan standardized testing program. Students take the STAR Assessments online through *Renaissance Learning*. Additionally, Grade 5 & 8 students take the Assessment of Catholic Religious Education (ACRE) test (online version) in the spring.

GRADING POLICY

Students in Grades K - 3 are graded on a "O" (Outstanding), "G" (Good) "S"(Satisfactory) and "NI" (Needs Improvement). There is no relation between O, G, S, and NI and letter grades. **Additionally, grades K – 6 are currently part of the *Onward Readers Literacy Initiative*, resulting in a separate, standards-based report card for Language Arts. On that report, their progress is measured over four levels: Does Not Meet Grade-level (1), Approaches Grade-level (2), Masters Grade-level (3) and Exceeds Grade-level (4).** Students in Grades 5 – 8 that have repeated missing work, will be assigned to attend a mandatory Homework Program on the same dates/times as Detention. This is an academic assist, not a behavioral consequence Students in Grade 4 through 8 are graded by percent. The correlation between letter grades and percents is as follows:

Grading Scale

95-100 = A	80-84.9 = C+
93-94.9 = A-	75-79.9 = C
90-92.9 = B+	70-74.9 = C-
87-89.9 = B	65-69.9 = D
85-86.9 = B	-0- 64.9 = F

In grades 4 – 8, the overall letter grade per subjects is weighted in 4 categories: Tests/Projects/Assessments = 45%, Classwork = 20%, Homework = 20% and Participation = 15%.

PROGRESS REPORTS

Progress reports are distributed at mid- point of each grading period. Parents are notified of any below-average grade (C-). Reports are reviewed by the principal, signed by the parents, and returned to the child's teacher. It is the responsibility of the parent to watch for such dates on the school calendar.

REPORT CARDS

Report cards are distributed each trimester. Absence of fifteen (15) or more days during a quarter will result in holding the report card/ grades until the work is made up to the satisfaction of the teacher. If a student does not complete the assigned work due to absence or other reasons, the term 'incomplete' may be entered on the report cards. This will be changed to a letter grade when work is completed in the time designated by the teacher.

AWARDS

In all grades emphasis is placed on enhancing each child's self image.

Perfect Attendance in grades kindergarten through eight will be awarded to those students that have had perfect attendance without significant tardies.

Christian Witness in grades kindergarten through eight will be awarded to those students who have demonstrated in a significant way Christian Values throughout a trimester. These may include but not limited to any of the following virtues: service, compassion, charity, respect, kindness, exceptional participation in mass and other church services.

Citizenship Honors in grades kindergarten through eight will be awarded to those students who have earned and maintained an A or Outstanding grade for both categories of "Work Habits and Behavior" throughout a trimester.

Academic First Honors in grades fourth through eight will be awarded to students with straight A's in all subjects throughout a trimester. (A is an exceptional grade.)

Academic Second Honors in grades fourth through eight will be awarded to students who earn A's and B's throughout a trimester.

Principal Award in grades fourth through eight will be awarded to students who earn straight A's and are at the top of their class.

ARCHDIOCESEAN FIELD TRIPS AND TRANSPORTATION

FIELD TRIP POLICIES

All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal
- Preparation, follow-up, and specific educational goals for students
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents All Permission and Authorization Forms must be in the possession of the supervising adult during the trip
- All participants should have appropriate identification and travel documents
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snake bit kit must be included in any area where there may be poisonous snakes.

Please note that several grades may conduct walking field trips to local libraries, parks etc.

TRANSPORTATION POLICIES

- Transportation may be by personal car, school or chartered bus or van, boat, or air plane. Private vehicle drivers must supply valid DL and Insurance to the office prior to trip.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.

ELECTRONIC DEVICES

No electronic games or devices are allowed on school grounds or on school field trips, unless under special circumstances and with the principal's approval.

INTERNET POLICY

Internet activities of St. Bernard School students are not the under the supervision or control of the administration. However, any negative use, mention, commentary (words or images) *about* any SBS student, teacher, staff, or parent, *by* an SBS student/parent, that is brought to the administration's attention will then be cause for disciplinary action.

MEDIA RESOURCES

St. Bernard School seeks to incorporate computers, Internet and online services, TV, audio/visual and recording equipment and facilities (media) into the curriculum. Students are to use the media in accordance with the Acceptable Use Policy of St. Bernard School and under the guidance of the faculty and administration. Parental written consent may be required for a student's use of selected media.

OFFICE PHONE USE

In an effort to encourage responsibility, students are allowed to use the phone for emergency situations only. They may not call for forgotten items. Please encourage your child to double check that s/he has all necessary items before arrival at school.

St. Bernard School's Cell Phone policy states that students may carry a cellular phone, iphone, etc, at their parents' request, if turned OFF and secured in their school backpack. Students may not receive or make cell calls during school hours. Any disruptive rings/sounds during class, or being found in possession of a cell phone during school hours, will result in confiscation and notification of parents to reclaim the item. This policy extents to when students are on campus before or after school. Failure to observe this policy may result in conduct slip and/or detention.

Messages will be taken in an emergency, and only from the parent/guardian or anyone else listed on the emergency information record.

SBS PHYSICAL EDUCATION PROGRAM

In addition to lunch and recess, all students participate in one (1) period of physical education each week per grade-level. Students are expected to actively participate in the physical education programs unless a written excuse is provided by a parent or in the event of an extended absence, verification must be in writing from a physician.

4. TUITION AND FEES

Tuition

- Must be paid on a regular and reliable basis as per contract at the start of the academic year.
- Any family that has not paid full Registration/Education/Technology fee by second week of new school year will be denied classroom admission until the account is made current.
- Any family that becomes one (1) month behind in their tuition will be denied classroom admission until the account is made current.
- **ALL family accounts must be set-up thru the new F & M Bank system; allowing for a multitude of tuition payment options.**

Fundraising

- Divided into 2 equal payments made in the Fall (Nov. 30th and Spring (April 30) (see Tuition and Fee Scale).
- **Fall Fundraising dollars must be turned in by November 30, 2017.**
- **Spring Fundraising must be paid in full by April 30, 2018.**
- Any remaining balances for Fall or Spring Fundraising, not paid to the Office by the assigned due date, will be applied in full to the next scheduled F & M Bank payment.

Service Hour Requirements

- Every family must complete a **minimum of 40 service hours** to the school. The completion of hours is split on same dates as the Fundraising (20 by Nov. 30 & 20 by April 30).
- All SBS or Office-related service activities will have an official sign-in or Service Hour Verification slip to be completed by parents at the time of the activity. Copies of Verification slips (white copy) should be turned in to the Office.
- Supports Parish Festival by working a **minimum of a five hour shift (maximum of 10 hrs per family)** or making a \$250 contribution.
- Donations of needed items can also be counted as service. One hour of service for \$15.00 worth of donation. Requests will be included in the bi-weekly principal letter.
- Service hours not completed by April 20, 2018 will be assessed a fee of \$15 / hour. Service hours are not transferable and cannot roll-over to future years.
- Extra hours served are appreciated and PRICELESS.

Before and After School Daycare

- SBS Daycare operates from 6:30 am – 7:30 am and from 3:15 – 6:00 pm Monday – Thursday, and 1:00 – 6:00 pm on Friday. Fees will be paid monthly via Invoice for days used or by flat-rate attached to monthly F& M withdrawal.
- Long-term Monthly rates are paid through F & M after contract signed with Office regarding amount. (please see Long-term Monthly Daycare Contract for details)

- Students will not be allowed access to Daycare, if the previous month's account has not been paid in full.

SBS TUITION AND FEE SCALE

<i>Tuition and Fees</i>	<i>1 Child</i>	<i>2 Children</i>	<i>3 Children (\$100 more per child over 3 per mo.)</i>
Registration Non-refundable fee	\$120	\$220	\$250
Technology Fee	\$50	\$50	\$50
Tuition 11-month payment schedule August-June via F&M direct withdrawal	\$380 \$4180 per year	\$640 \$7040 per year	\$815 \$8965 per year
Educational Fee Covers testing, student insurance, book costs, educational costs	\$355	\$620	\$780
Fundraising Net profit from selected fundraiser events or via contributions. First half due November 30, 2017. Second due April 30, 2018.	1 Child \$500	2 or More Children \$600	3 children \$600

5. DISCIPLINE

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours. In all circumstances, the principal retains the right to change/alter any disciplinary case as seen fit.

Maintenance of Effective Discipline

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of all students
- Consistent follow through between rules and consequences

Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

Detention

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students are required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health
- Detention before or after school hours is considered an appropriate means of discipline. Grades 5 – 8 may be assigned to Detention afterschool on Wednesdays from 3:15 to 3:45 pm. Students will be advised by the administration/faculty/staff of the detention on the day of the negative behavior and a written notice will be sent home to parents to advise them of infraction, date/time. Notices will be signed and returned to Homeroom teacher the next day. No detention will be given on same day as infraction.

- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who shall also be informed of the reason for detention and the exact time the period of detention will begin and end

Suspension

- Any of the reasons listed for expulsion with mitigating circumstances, but not limited to the list, are adequate cause for suspension of a student. Suspension may take two forms: "In-School" (student placed in alternate classroom to complete day's work) and "At-Home" (student is not allowed on campus for set period to be determined by principal).
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

Expulsion

Reasons for Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco

- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

Procedure for Expulsion

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion
- If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal
- In no case will a teacher on his or her own authority expel a student
- Full credit will be given for all work accomplished by the student up to the moment of expulsion

Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

Cases Involving Grave Offenses

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference

- The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

Reporting of Expulsions

All expulsions even if they occur at the end of the year, are reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions.

Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

Home Study

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, *etc.* outside school hours so that grades can be reported.

Harassment, Bullying and Hazing Policy

The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including expulsion of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including expulsion. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or expulsion.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- **Verbal harassment:** Derogatory comments and jokes; threatening words spoken to another person.
- **Physical harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- **Visual harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures
- **Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyber bullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages

- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks
- Using someone else's user name to spread rumors or lies about someone

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic Schools immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified, and these actions may result in suspension or removal of a student from school.

School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their lockers (if used) or other school property. Lockers and closet space are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a **reasonable suspicion** that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

SBS DISCIPLINE POLICY

Conduct, Detention, Referral Slips and Behavior Log

The BPS recognizes students who give their best efforts. Everyone wants to work in a safe environment and be treated with respect and kindness. Character development is extremely important and SBS is committed to making our school a safe environment for

everyone. In order to help our students, understand right from wrong and to help them develop a responsible attitude SBS will uphold its discipline policy as follows:

- 3 conduct slips = 1 detention
- 3 detentions = 1 referral + suspension
- 4 referrals = Expulsion

Parents will be notified any time a student receives any kind of discipline slip. When necessary the teachers will call for a meeting with parents and the Principal may be involved. **Parents are required to sign any discipline slip their child may bring home. Failure to do so will result in the child getting an additional slip.**

SCHOOL YARD RULES

- Follow adult directions
- Use hands and feet appropriately
- Zero tolerance for fighting. Any students who initiates or participates in a fight may be suspended.
- Use appropriate language. No name calling, swearing, rude comments or gestures.
- Clean our lunch area clean! Show pride in your school by picking up litter, even if it is not yours.
- Use playground equipment properly.
- Follow rules of the game as agreed upon by yard duty personnel. Pupils and their parents or guardians are held responsible for replacement or repair of any damage to school property. Intentional damage will result in disciplinary action determined by the principal in consultation with those involved.
- Play in assigned areas. Remain in the assigned areas of campus at all times.
- Any supervisor at the time has the right to issue discipline slips when necessary.

UNIFORM REQUIREMENTS ARE:

ALL SBS STUDENTS ARE REQUIRED TO BE IN UNIFORM THE FIRST DAY OF SCHOOL AND EACH DAY THEREAFTER, UNLESS OTHERWISE PUBLISHED. STUDENTS ARE EXPECTED TO WEAR THEIR UNIFORMS IN A MANNER THAT REFLECTS PRIDE IN THEMSELVES AND IN THEIR SCHOOL. WHEN A STUDENT IS OUT OF UNIFORM, HE/SHE WILL RECEIVE A VERBAL AND/OR WRITTEN NOTIFICATION. JUNIOR HIGH STUDENTS WILL RECEIVE SIMILAR NOTICES, BUT CONTINUED INFRACTIONS MAY RESULT IN DISCIPLINARY CONSEQUENCES.

IT IS MANDATORY THAT EACH STUDENT'S UNIFORMS BE PURCHASED FROM THE UNIFORM COMPANY DESIGNATED BY ST. BERNARD SCHOOL; MICHAEL'S UNIFORMS, 225 S MARKET ST. INGLEWOOD, CA 90301.

SUBSTITUTING CLOTHING FROM ANOTHER MANUFACTURE IS NOT PERMITTED. THIS DOES NOT APPLY TO ARTICLES OF CLOTHING AS THE BELT, SHOES, AND SOCKS

Girls: Jumpers, Skirts or Skorts *
Navy Twill Walking Shorts **
Navy Twill Slacks **
White Short Sleeve “Peter Pan” Blouse (K – 4 w/Jumper)
Grey or Burgundy Knit Polo Shirts*** (5 – 8 w/ pants, shorts, skirt, skort)
White Cuffed Ankle Socks
White, **Maroon** or Navy Knee Socks or Tights
Black or Blue Belts Only

Boys: Navy Twill Walking Shorts **
Navy Twill Pants **
Grey or Burgundy Knit Polo Shirts***
White undershirt only
White Athletic Socks (must cover all of ankle area)
Black or Blue Belts Only

- * Skirts, Skorts and Jumpers may not be shorter than 3” above mid knee
- ** All Pants, Shorts, Skirts and Skorts must fit in the waistline – Shorts may not be longer than top of knee
- *** Shirts and blouses must be long enough to remain tucked in, but not oversized
- Students may wear hair accessories that match uniform colors.
- Students may wear pants, shorts, skirts, skort, and jumpers on any given day, except PE days.
- Students will be expected to be clean and tidy each day. All uniforms must be properly fitted for students’ size and age, tucked in upon arrival at school and remain tucked in during class time.
- 8th Grade Girls are allowed to wear nail polish, but only in Dark Blue, Light Blue or Maroon. Nails may not be multi-colored/designed/glittered. This privilege may be revoked by Principal at any time due to infractions.

P. E GRADES K-8 (MUST WEAR PE UNIFORM TO SCHOOL ON ASSIGNED DAYS):

Gray t-shirt with logo
Navy athletic (mesh) shorts with logo

MASS UNIFORM (WEDNESDAY 8 AM MASS/SECOND SUNDAY OF MONTH 9 AM MASS)

White Oxford button-up, short-sleeve
Maroon sweater vest with SBS shield logo
Navy/gray school tie

OUTERWEAR

Students may wear SBS Sweatshirts (navy) or uniform Sweaters (navy) that bear the new SBS logo. Only SBS approved uniform jackets may be worn; All outerwear items are available for purchase at Michael’s Uniforms.

SHOES

Students may only wear *primarily white, navy, or black* Athletic Shoes (sneakers, tennis, running shoes) with laces or Velcro. White or black soles/stripes etc are acceptable as part of the shoe but NO fluorescent colors or glittered highlights are allowed. No other type of shoe (high tops, slip-ons) will be allowed. Girls in grades K- 4 may wear “Mary Janes” (black or navy) with their jumpers.

NOT PERMITTED

NO outside supplier/non-SBS clothing is permissible as uniform, in part or whole

NO EXCESSIVE jewelry – ONLY 1 wristwatch, 1 religious necklace, 1 ring.

NO colored nail polish or artificial nails for Grades 7 - K

NO make-up, including eyeliner, lip liner, lip gloss, etc.

NO unnatural hair colors (dyed, tinted, etc).

NO dangling or hoop earrings - one matching stud per ear.

NO extreme hairdos; boy’s hair will be well-kept, not longer than the shirt collar or higher than 2 inches above the scalp.

NO boys are allowed to wear earrings.

NO body piercing or tattoos (including fake tattoos or henna)

NO BAGGY CLOTHING

Additional

*Students are not permitted to roll up the pant legs of the long pants, sweatpants or walking shorts, to cut shorter and re-sew the hems of the walking shorts, sweatpants, or sweatshirts. Long sweatpants may not be cut and used as P.E. shorts.

*Students are not permitted to wear “trendy shoes (example-shoes that light up or shoes that have wheels)

*Boys are not permitted to wear calf or knee high socks

*Girls in grades 5 - 8 are not permitted to wear leggings/tights under their Walking Shorts, skirts, or skorts, without Principal pre-approval (weather conditions).
Grades K thru 3 may wear white tights under the jumper.

*Students are permitted to wear long-sleeve white T-shirts, under their uniform shirt during cold weather conditions

*All clothing should be labeled with student’s first and last name.

*Worn or torn articles of clothing are to be either replaced or mended.

*Students and/or parents will be notified of uniform/personal appearance violation.

*Students not maintaining the policies may be removed from class and required to have a parent bring the appropriate attire.

The principal and/or teachers will determine uniform policy violations. The Principal may adjust the manner of violation/consequences as needed.

ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location.

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

Definitions

Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.

Electronic communications devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.

Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

Electronic Communications Systems, Devices and Materials and Users Covered

- a. All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the “Premises”).
- b. All electronic communications devices and materials taken from the Premises for use at home or on the road.
- c. All personal devices and materials brought from home and used on the Premises during regular business hours.
- d. All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- e. All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

Ownership and Control of Communications

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

Guidelines for Email Correspondence and Other Electronic Communications

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. Archdiocese and Location systems, devices and materials are not private, and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are "ON" and functioning.

- j. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

Prohibited Practices

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user’s job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e. Engage in improper fraternizing or socializing between adults and minors.

- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to ensure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

Consequences of Violations of Electronic Communications Policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

HEALTH AND SAFETY

Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See *Medication Authorization and Permission Form*.

Examinations and Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test. **All 7th Grade students must have tdap vaccination records delivered to the Office at start of the school year.**

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

Medications

The school will not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container and kept in the school/nurse's office.

- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

Communicable Diseases

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

Student Sexual Conduct and Pregnancy

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

Closed Campus

To preserve the academic environment and school security, archdiocesan and parish schools are designated as “closed campuses.” **No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office** if they are seeking information or have business to conduct with the school. Parents wishing to visit during lunch periods or provide special meals (birthdays, etc) must contact Office by at least a day prior to visit. **Daily visits during lunch time are discouraged as, over time, they can have a negative behavioral impact on younger students’ independence and social development.**

Removal of Students from School During School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

Interview and Removal from School of Students by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
- By properly identified representatives of a Child Protective Agency when taking a child into custody

Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts In the case of the release of the student to the officer, the reason for such an action
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student’s parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency’s duty to notify the parent or guardian.

Guidelines Related to Possession and Use of Alcohol and Controlled

Substances

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription.

The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

Procedures in the Case of Suspected Possession or Use

In cases of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation
- In cases where sale or possession is verified, school administrators follow these procedures:
 - Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
 - Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may

determine that no further involvement by a law enforcement agency is necessary

- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner

**St. Bernard School
Parent/Student Policies Agreement Form
2018 - 2019**

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family will be accessing the St. Bernard School *Parent/Student Handbook* online thru our *SchoolSpeak* account. We are aware of, understand, and agree to follow the policies and procedures stated in the *Handbook*. We acknowledge that the school has the right to amend the *Handbook* during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

**We are not capable of accessing/printing out the Handbook and request a hard copy _____*

We understand that if we fail to fulfill our responsibilities under the policies of the *Handbook*, including any additions or amendments that may be made, we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the St. Bernard School *Parent/Student Handbook*.

Father's or Guardian's Signature

_____ Date _____

Mother's or Guardian's Signature

_____ Date _____

Print student names and grades: (additional students may be written in at bottom of this page)

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

The principal is the final recourse in all matters and reserves the right for final appeal of all Handbook policies and can waive any regulations for just cause.