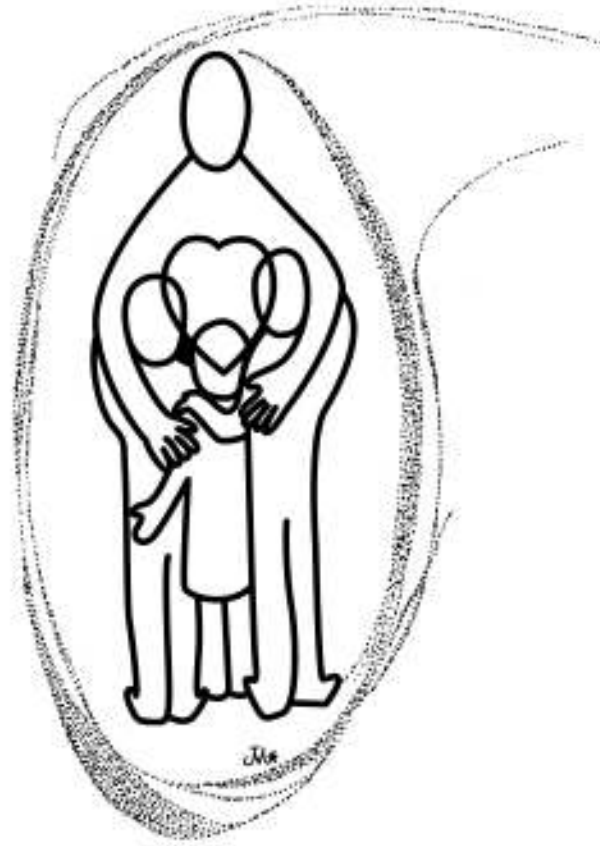


**ST. BERNARDINE OF SIENA SCHOOL**  
**STUDENT-PARENT HANDBOOK**  
**&**  
**MASTER CALENDAR**  
**2010-2011**



**Our God is Here!**

ST. BERNARDINE OF SIENA SCHOOL  
6061 VALLEY CIRCLE BLVD.  
WOODLAND HILLS, CA 91367

School Website: [www.school.stbernardine.org](http://www.school.stbernardine.org)

School Phone  
(818) 340-2130

Day Care Phone  
(818) 883-4422

Preschool Phone  
(818) 716-4730

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\* Archdiocesan Policy

#### AMENDMENTS TO HANDBOOK

The principal has the responsibility and the right to carry out, interpret and amend the handbook for just cause during the school year. Parents will be given prompt notification when changes are made. These notices will be through the regular newsletter or in special memos to the parents. The Vice-Principal has the responsibility to carry the policies and procedures of the school in the absence of the principal or at the principal's request.

## **A. GENERAL INFORMATION**

### **1. MISSION STATEMENT, PHILOSOPHY AND GOALS OF SCHOOL**

#### **Mission Statement**

St. Bernardine of Siena School serves the families of St. Bernardine of Siena Parish. The school commits its personnel and resources to providing a well-rounded program to develop the spiritual, intellectual, physical, and social skills of the students. The foundation of this educational program is centered in the teachings and example of Christ and the traditions of the Catholic faith. Students are prepared to be active participants in their faith and to serve the community in which they live.

#### **Philosophy**

St. Bernardine of Siena School, in partnership with the parent, provides an educational setting by which knowledge, critical thinking, and values are developed within the child. In light of the needs of today's world, the school community works to awaken in the student an awareness of his/her own human dignity and responsibility to promote social justice. Our community experiences the Good News of Christ through liturgy, sacraments and prayer. We strive to integrate our faith across the curriculum and in all aspects of school life.

**Accreditation:** St. Bernardine of Siena School is authorized as a Catholic Elementary School by the Los Angeles Archdiocese and is under the direction and guidelines of the Department of Catholic Schools. Our school is fully accredited by the Western Association of Schools and Colleges and by the Western Catholic Educational Association.

#### **Spiritual Goals**

1. To acquire knowledge of our faith and its rich heritage.  
We will strive to implement this goal by:
  - A. Following a sequential instructional program in the classroom using a variety of approaches to teach Scripture, doctrines and traditions of the Catholic faith.
  - B. Analyzing the results of the standardized Religion inventory tests (ACRE) to monitor and adjust religious instruction.
2. To develop an understanding of the role of the Church both in their personal lives and in the broader concept of the global Church.  
We will strive to implement this goal by:
  - A. Offering the students experiences within the Church in order to build their faith life. These include school liturgies, retreats, mission awareness programs, sacramental preparations, devotions to the Blessed Mother, and appreciation of the Saints.
  - B. Developing personal and communal prayer through classroom experiences, traditional recitations, prayer services, school faith community and parish programs.
3. To experience their faith through active involvement in home, school, parish, and community, which spreads the Good News of Christ.  
We will strive to implement this goal by:
  - A. Encouraging students to participate in a supervised Christian Service Program which reflects both school and community dimensions.

- B. Offering all grades opportunities for living the Beatitudes with service to others both in the classroom and in a larger forum such as Adopt-a-family, food and clothing drives, community charity activities, etc.
  - C. Modeling by the staff with involvement in the school, parish and community activities.
4. To appreciate the wonder of God's creations, the dignity of each human being, the wealth of the World's resources. We will strive to implement this goal by:
    - A. Exposing the students to ideas through discussion, modeling, and practice relating to issues on social justice, peace, pro-life, and the respect for cultural diversity.
    - B. Teaching conservation and recycling of the world's resources to preserve God's blessings.

### **Intellectual Goals**

1. To develop basic learning skills of each child at his/her own level of ability in order to develop their potential.  
We will strive to implement this goal by:
  - A. Using a wide variety of teaching strategies in the classroom which acknowledge different modalities of learning for students.
  - B. Utilizing standardized and teacher-made diagnostic test results to analyze student progress and plan effective learning programs.
  - C. Planning and providing a broad curriculum drawing upon a sequential development for each child, supported by interaction of the faculty and administration.
2. To instill a life-long love of learning.  
We will strive to implement this goal by:
  - A. Modeling by the staff their desire to learn through in-service programs, college courses, reading, etc.
  - B. Relating subject content to lived experiences.
  - C. Promoting activities which encourage academic achievement.
3. To develop the ability to think critically and apply knowledge appropriately. We will strive to implement this goal by:
  - A. Providing problem-solving situations in all subjects within the curriculum.
  - B. Experiencing collaboration with other students and the staff to reach successful conclusions.

### **Psychological Goals**

1. To guide the student in character formation, self-discipline, and a positive self-concept.  
We will strive to implement this goal by:
  - A. Communicating a well-defined educational program regarding expectations, standards, and procedures, for teachers, students, and parents, Parent-Student Handbooks, weekly newsletters, conferences.
  - B. Giving students opportunities for successful experiences in the classroom and in extra-curricular activities.
  - C. Evaluating the students' needs and adjusting procedures methods to reflect the teachings of Christ and the Good News of the Gospel.

2. To assist the students in developing personal initiative and leadership skills.  
We will strive to implement this goal by:
  - A. Encouraging participation in Student Government and related activities.
  - B. Providing opportunities for student involvement in school and community events, i.e.: Speech Club, Academic Fairs, parish programs.
3. To provide support for students and parents needing special assistance.  
We will strive to implement this goal by:
  - A. Developing a strong faith community among the teachers, parents and parish.
  - B. Referral to outside agencies when necessary.
  - C. Providing parent education programs.

### **Sociological Goals**

1. To help the students develop a sense of responsible membership in society by acknowledging the dignity of every human being.  
We will strive to implement this goal by:
  - A. Providing opportunities for Christian Service Projects both within the parish/school and the community such as clothing and food drives, Adopt-a-Family, Senior Citizens Luncheons.
  - B. Utilizing programs for social justice, cultural diversity, and environmental concerns both on the campus and in the larger world, i.e.: Mission Awareness Week, Martin Luther King Day, recycling programs.
2. To promote positive interaction within peer groups and among all students  
We will strive to implement this goal by:
  - A. Practicing concepts of positive discipline and self-esteem development.
  - B. Implementing collaborative learning strategies in the classroom.
  - C. Encouraging participation in the "Big Buddy" school program, Student Council activities, extra-curricular programs, etc.

### **Physical Goals**

1. To realize that good health, physical development, coordination, a healthy spirit of competition, teamwork, and fair play are important for total development of all students.  
We will strive to implement these goals by:
  - A. Requiring active participation in Physical Education classes and daily recess periods.
  - B. Promoting intramural activities, league sports activities, and community events such as Knights of Columbus Track Meet.
2. To provide a comprehensive program for the health and safety of the students.  
We will strive to implement these goals by:
  - A. Participating in health and safety curriculum programs dealing with human sexuality, AIDS, earthquake and fire preparedness, drug awareness, traffic safety and related topics.
  - B. Implementing State and Archdiocesan admission standards for health and safety.

- C. Establishing an annual health screening program for students in the areas of vision, scoliosis, speech, hearing, weight and height measurements.
- D. Referral to outside agencies for additional screening and treatment as needed.

## **2. CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS / GUARDIANS (Archdiocesan Policy)**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/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.

- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.
- These expectations for students and parents/guardians 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.

### **3. SCHOOL PERSONNEL FOR 2010-2011 SCHOOL YEAR**

Mrs. Peggy Hill	Principal	Mrs. Noelle Barkes	Bookkeeper
Mrs. Michele Brain	Kindergarten	Mrs. Phyllis Bresnik	Secretary
Mrs. Theresa Glenn	1 <sup>st</sup> grade	Mrs. Carmen Smith	Aide
Mrs. Katy Kruska	2 <sup>nd</sup> grade	Mrs. Peggy Mostarda	Aide
Mrs. Mary Wilson	2 <sup>nd</sup> grade	Mrs. Eloisa Pasos	Aide/Secretary
Mrs. Kathleen Norton	3 <sup>rd</sup> grade	Mrs. Laurel Dautremont	Aide
Mrs. Cami Hurlbut	4 <sup>th</sup> grade	Mrs. June Hunter	Aide
Mrs. Beth Cantwell	5 <sup>th</sup> grade	Mrs. Tami Alcocer	Aide
Mrs. Elizabeth Brosamle	6 <sup>th</sup> grade	Mrs. Traci Otake	Day Care Director
Miss Claire Polonski	7 <sup>th</sup> grade	Mr. Peter Smith	Plant Manager
Mrs. Lauren Kreppel	8 <sup>th</sup> grade	Mr. Ventura Hildago	Custodian
Mrs. Cindy Amano	Jr. High Math	Mr. Isaac Alvarado	Custodian
Ms. Cindy Ludwig	Science		
Mrs. Jennifer Serrano	Spanish		
Mrs. Janet Svolos	Computers		
Mrs. Marilyn Enos	Music		
Mrs. Marian Nadsady	Art		
Mr. Brandon Adalid	PE/AthleticDirector		

### **4. CONSULTATIVE SCHOOL BOARDS AND PARENT ORGANIZATIONS** **(Archdiocesan Policy)**

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

#### **Parent Organizations**

The main functions of the Parent 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 parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws (see Administrative Handbook).

### **Consultative School Boards**

The general responsibilities of the Consultative School Board 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 board's goals and activities.

The membership of the Consultative School Board 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 (see Administrative Handbook for Bylaws), 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 Board.

### **School Advisory Council**

Every parent and teacher is a member of the St. Bernardine of Siena School Advisory Council. The purpose of this group is to support St. Bernardine School, spiritually, financially, and with shared talents. It is a vital link in the success of our school. It functions under a constitution approved by the Archdiocese. We need everyone's involvement in its programs, three general meetings, and fund raisers.

The **Executive Board** comprises four elected officers.

President	Maureen Pfaff	818 888-6106
Vice-President	June Hunter	818 713-8120
Secretary	Rhonda Shaw	818 772-1974
Treasurer	Julia Ortiz	818 832-6001

There are four support committees. Chairpersons this year are:

Alumni	Chair: Mary Hart	818 884-5884
Finance	Chair: Craig Jacks	818 702-0116
The Sociable Sabers	Chairs: Carolyn Cassidy	818 703-1902
	Michelle Calderone	818 887-9867
Public Relations	Chair: Rosa Restivo	818 887-4512

If you have a roster of parent/student phone numbers or have obtained any family or staff phone numbers, these are to remain confidential and not readily available to any student, other parent, or outsider. We are especially concerned that numbers are not distributed or misused. School personnel should be contacted through the school phone and not at a home number.

## **5. SCHOOLWIDE LEARNING EXPECTATIONS**

### **Grades 3 to 8**

#### **An Active, Christ-Centered Individual**

Knows the teachings and follows the traditions of the Catholic Church  
Makes moral decisions based on the teachings of Christ  
Practices an active faith life, both personal and communal  
Promotes peace and social justice issues  
Serves the needs of the local and global community

#### **A Responsible Member of Society**

Respects self, other people and ideas  
Shows compassion and generosity to all  
Works cooperatively with others  
Practices the principles of good citizenship, both at local and global level  
Expresses tolerance and understanding of diverse cultures within society

#### **An Effective Communicator**

Develops fluency and effective usage of the spoken language  
Reads and writes with comprehension and accuracy  
Learns and utilizes appropriate technological skills for the 21<sup>st</sup> Century  
Cultivates leadership skills

#### **A Life-Long Learner**

Builds a solid foundation in basic subjects upon which to expand knowledge  
Acquires the skills to become an independent and critical thinker  
Develops organizational skills so as to complete tasks and accomplish goals  
Expresses a passion and joy for learning and for experiencing life

#### **A Well-Rounded Person**

Appreciates his/her talents and gifts and those of others  
Grows in knowledge and appreciation of the Arts in one's life  
Develops good health practices and a respect of the sanctity of the human body  
Possesses a strong self-discipline and a positive self-image

### **Kindergarten to Grade 2**

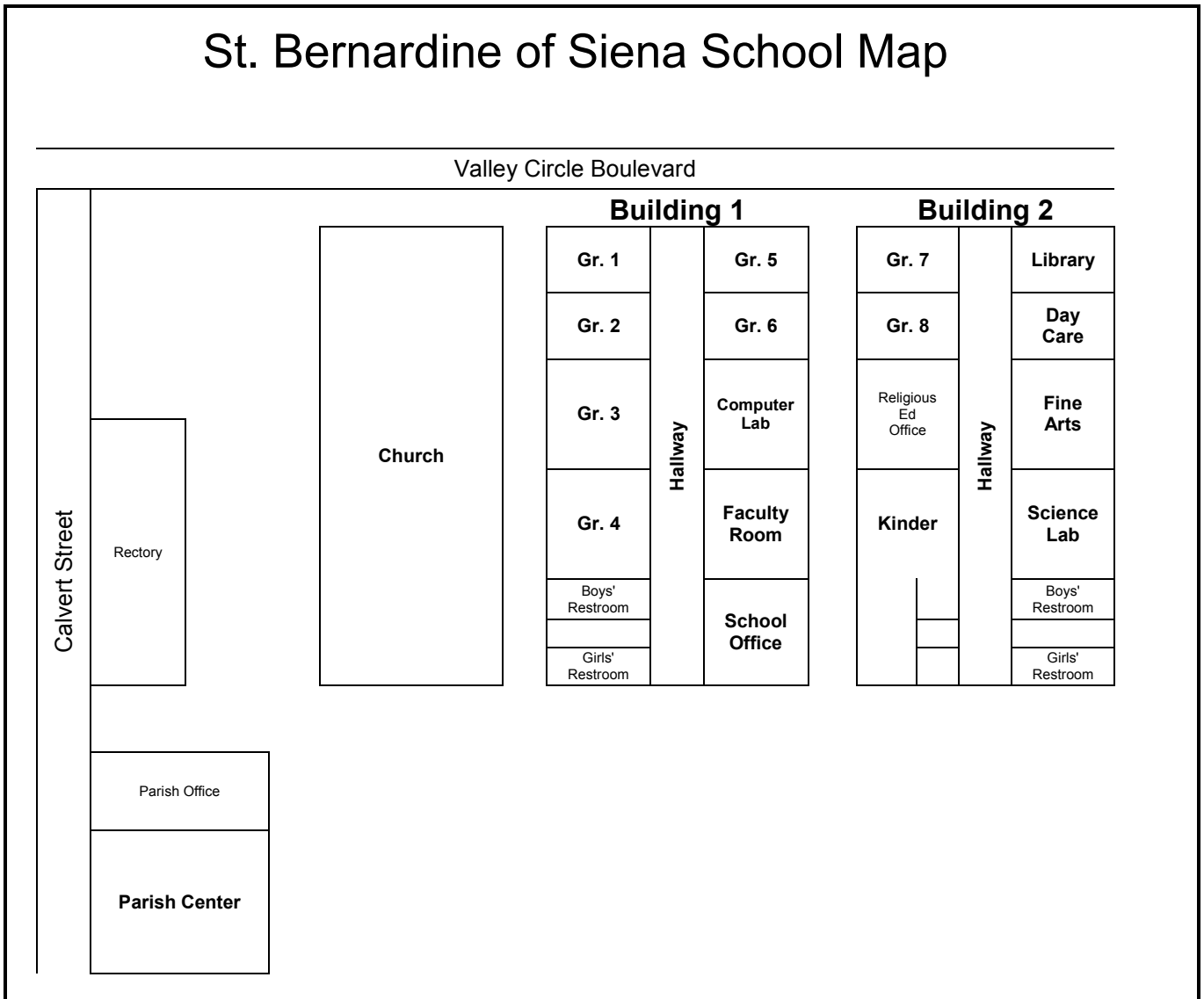
1. I will follow Jesus.
2. I work well with others.
3. I share ideas.
4. I will always learn.
5. I have many gifts from God.

**6. HISTORY OF ST. BERNARDINE OF SIENA SCHOOL**

Reverend Msgr. Richard Murray was responsible for the construction of an elementary school which would serve the people of the parish. At its opening in the fall of 1964, the school was staffed by Sisters of the Immaculate Heart of Mary and lay teachers with an enrollment of 384 students. In 1968 the Sisters of Notre Dame came to staff the school, along with lay faculty. At that time the school increased to double grades One through Eight, with an enrollment of 607. In the fall of 1971, St. Bernardine of Siena School began phasing out the double grade. The last double grade was phased out by June, 1978. In the fall of 1982, a kindergarten was inaugurated. Because of a personnel shortage, the Sisters of Notre Dame withdrew from the school in June, 1990.

Presently, St. Bernardine of Siena School has nine single grades, Kindergarten through Eight, with a computer lab, science lab, library, Fine Arts room and a Day Care program.

**7. SCHOOL MAP**



## **8. SCHOOL DAILY SCHEDULES**

### **GRADES K – 5**

7:50 a.m.	Opening Prayers – Class Business
7:55 a.m.	Tardy Bell
10:00 a.m.-10:20 a.m.	Morning Recess/Nutrition Break
12:15 p.m.-12:50 p.m.	Lunch/Recess
2:45 p.m.	Dismissal

### **GRADES 6 – 8**

7:50 a.m.	Opening Prayers - Class Business
7:55 a.m.	Tardy Bell
10:00 a.m.-10:15 a.m.	Nutrition Break/Recess
12:15 p.m.-12:45 p.m.	Lunch/Recess
2:45 p.m.	Dismissal

Daily Class Schedule for Grades 6, 7, and 8: Monday through Thursday

Period 1	8:00 a.m.
Period 2	9:00 a.m.
Period 3	10:15 a.m.
Period 4	11:15 a.m.
Period 5	12:45 p.m.
Period 6	1:45 p.m.

<b>DISMISSAL:</b>	Monday – Thursday	2:45 p.m.
	Friday	12:45 p.m.

**MINIMUM DAY SCHEDULE:** 7:50 a.m. until 12:00 p.m. (Minimum days are marked on Master Calendar.)

**AFTER SCHOOL DAY CARE:** 2:45 p.m. until 5:45 p.m. (See Day Care Section)

**FACULTY MEETING DAYS:** All faculty meetings occur on Friday afternoon unless indicated on Master Calendar or in news-notes.

**If a student arrives to school late or leaves school early during the day, a parent or guardian must sign the student in to or out of school through the office.**

## 9. DRESS / UNIFORM CODE

Our uniform policy is formed to help keep the focus on learning, build unity, limit expensive clothing costs, and create a sense of identity for the school. **It is the responsibility of the parents to see that their children adhere to the policies and to support the school in this matter.** Students not in the proper uniform will receive a uniform violation slip and the parent will be called to bring the correct uniform. Repeated violations will result in a lowered behavior grade, detention and/or no free-dress days. Please contact the principal or vice-principal for any special circumstances which may need to be addressed on an individual basis to meet these uniform standards. **All students must be in total compliance with the uniform code on the first day of school.**

### Uniform Regulations

All uniforms must be purchased at Dennis Uniform at 20920 Victory Blvd. in Woodland Hills, (818) 887-5376. You may not substitute any other brand name or style for required uniform.

	<b>BOYS</b>	<b>GIRLS</b>
<b>FULL UNIFORM Required For School Masses</b>	On certain days the students will be expected to be in "full uniform". Examples of full dress uniform days would be days the school attends Mass or has a special program. They will be marked on the Master Calendar, written in the Newsletter, or written in assignment books by the students. ----- <b>Polo shirt</b> <b>Long uniform pant</b>	<b>White blouse</b> <b>Jumper, skirt, or skort</b>
<b>POLO</b>	White or Lt. Blue with school logo * <b>Tucked in at all times, except during P.E. class.</b> * <b>Not baggy or oversized.</b> -----	* Polo is <b>not</b> to be worn on full uniform days. * Polo may be worn with uniform shorts, skorts, or long pants. * Any undergarments must be white and concealed under polo.
<b>BLOUSE</b>		<u>K – 5:</u> White short sleeve blouse with peter pan collar <u>Gr. 6 – 8:</u> White banded over-blouse with peter pan or sport collar. * Banded blouse may be worn with skirt, skort, and jumper. * Any undergarments must be white and concealed under blouse.
<b>PANTS</b>	Navy blue, cotton twill (required) * <b>Not baggy or oversized (Pants cannot be larger than one size above the student’s actual waist size).</b> * Must have at least one pair long pants for full uniform days and extremely cold days.	Navy blue, cotton twill, flat or pleated front.
<b>SHORTS</b>	Navy blue, cotton twill, pleated or flat front walk short * <b>Not baggy or oversized (Shorts cannot be larger than one size above the student’s actual waist size).</b>	Navy blue, cotton twill, pleated front walk short * Teacher has authority to decide if shorts are too short and need to be longer.

**Uniform Regulations Continue:**

	<b>BOYS</b>	<b>GIRLS</b>
<b>JUMPER</b>		K – 5: Plaid * One of choices allowed for Full Uniform days. * To be worn with white blouse only. * Teacher has authority to decide if jumper is too short and needs to be longer.
<b>SKIRT</b>		Gr. 6 – 8: Plaid * One of choices allowed for Full Uniform days. * When worn on Full Uniform days, must be worn with white blouse. * May be worn with polo on other days. * Teacher has authority to decide if skirt is too short and needs to be longer.
<b>SKORT</b>		All Grades: Plaid or Navy Blue twill * One of choices allowed for Full Uniform days. * When worn on Full Uniform days, must be worn with white blouse. * Navy Blue twill skort may be worn with polo on other days. * Teacher has authority to decide if skort is too short and needs to be longer.
<b>SWEATSHIRT</b>	Navy Blue crew-neck school logo style (required) * Allowed to be worn in the classroom. * Please label. Small embroidered name under logo can be applied – no puffy paint. * Sweatshirts may not be worn if they have holes.	
<b>CARDIGAN</b>	K – 3: Navy Blue V-neck cardigan (optional) * Allowed to be worn in the classroom. * Please label.	
<b>FLEECE PULLOVER</b>	Navy Blue V-neck, long sleeve fleece with school logo (optional). * Allowed to be worn in the classroom. * Please label. Small embroidered name under logo can be applied - no puffy paint.	
<b>FLEECE JACKET</b>	Navy Blue zipper front, long sleeve fleece with school logo. * Jackets for playground wear must be the uniform jacket. * No team or company logo jackets of any kind are permitted. * NOT allowed to be worn in classroom. * Please label. Small embroidered name under logo can be applied - no puffy paint.	
<b>SHOES</b> (Not sold at Dennis Uniform)	* Sturdy leather-type or athletic shoe (not canvas), non-skid sole with tie or Velcro fasteners. * All Black, all White, all Navy Blue, or a combination of <b>Solid</b> Black and White or <b>Solid</b> Navy Blue and White. <b>NO PATTERNS (i.e.: no Polka Dots or Checks, etc.)</b> NO OTHER COLORS on shoe or laces. * No light-up, roller, or extreme styles of shoes allowed. * No platform-style shoes. * No boots. * No athletic slipper shoes without a back. * Administration has the final decision on appropriate shoes.	

(Uniform Regulations continue on next page)

**Uniform Regulations Continue:**

<p><b>SOCKS</b> (Not required to purchase at Dennis Uniform)</p>	<p>Only Plain White Full Crew Socks: Socks must be able to fold over with no ankle showing.</p> <hr/> <p>or White tights or White knee socks</p>
<p><b>P.E. UNIFORM</b></p>	<p>Lt. Blue St. Bernardine tee-shirt with P.E. shorts or sweatpants</p> <ul style="list-style-type: none"> <li>* May be worn on P.E. days and on days announced by the principal.</li> <li>* <b>No P. E. uniforms are to be worn on Mass days.</b></li> <li>* <b>All uniforms must be purchased from Dennis Uniform.</b></li> <li>* You <u>may not</u> substitute any other brand name or style for required uniform.</li> <li>* Tee shirts may not be altered in any way.</li> </ul>

**Make-Up and Accessories**

Use of lipstick, eye make-up, nail polish, acrylic nails, etc., and excessive jewelry is inappropriate for school time and is a source of distraction in the classroom for both the wearer and the observer. **These items are not allowed at any time.** Teacher will require removal at once.

Pierced earrings (small stud type); a non-alarm watch; a single thin, simple necklace; and one small ring on one hand are all that is permitted. Boys are not permitted to wear earrings. Girls are not permitted to have multiple pierced earrings at school (one stud earring per ear on the lobe). Jewelry must not be oversized or extreme in style.

No bracelets (including rubber bands) are permitted. The only thing permitted on wrist is a non-alarm watch. One bracelet may be deemed as an 8<sup>th</sup> grade privilege.

No bandana or sweat headbands are allowed. Girls may have simple headbands in solid navy blue, black, or white only.

Teachers will remove excessive jewelry and give it to the parent or office.

No temporary or permanent tattoos of any kind are allowed.

**Hair**

A student who has a hairstyle not in line with policies will be given a uniform violation. Failure to comply will result in consequences decided by the homeroom teacher and administrator.

<p><b>BOYS</b></p>	<p><b>GIRLS</b></p>
<p><u>Haircuts are to be traditional or conservative style.</u> Hair may not touch collar, cover ears or cover eyebrows. <u>No tails, steps, stripes, coloring, etc.</u> Graduated cut is the accepted style. No shaved or stubby cuts. No colored or bleached hair.</p>	<p><u>Haircuts are to be traditional or conservative style.</u> Hair is to be out of eyes. <u>No artificial coloring or bleaching.</u> No extreme adornments. No corn row braiding or beads.</p>

**Non-Uniform Dress Days**

On days when the students are not required to wear their school uniforms, we ask you to observe the following points to insure that students are dressed appropriately for school. Students may bring their

uniform with them on non-uniform days or parents will be called to bring the regular uniform if the teacher or administration deems dress not in accordance with the standards for non-uniform day. **This is a privilege earned by having no uniform violations in the preceding month before the designated day.**

**Non-Uniform Days:** (Only on announced days)

1. Long pants, dresses, or skirts (modest, no mini-skirts, no skin-tight styles).
2. Properly fitting, clean jeans or slacks are acceptable. No low riders for girls or boys.
3. Shorts may be uniform shorts or long walking short style. No short shorts.
4. No sweats unless a Sweats Day is identified.
5. Shirts need to have collars or appropriate necklines and sleeves. No inappropriate pictures or sayings on them.
6. No cut-off pants, cropped shirts, tank tops, spaghetti straps or bare midriffs. No belly-buttons showing.
7. Socks must be worn. No leggings permitted.
8. No open-toe sandals or shoes without a back. Platform or heels are not to be worn because of safety factors.
9. Make-up and heavy jewelry may not be worn.
10. On special days such as Valentine's, St. Patrick's, etc. appropriate accessories with colors or theme of the day may be worn if announced by principal. Example: hair ribbons, socks, pins. Teachers will determine if they are appropriate.
11. **If in doubt, don't wear it.**

## **10. LUNCHES AND SNACKS**

Students may bring a snack for morning recess. Snack should be of a healthy nature and able to be consumed during a limited time. **Soft drinks are NOT permitted at school.** No hot beverages in morning.

Students eat lunch under the pavilion. Please limit sugary items. Please stress with your child the importance of eating a healthy lunch. They need this nutrition to be effective in a learning environment. Please monitor the taking of a lunch and the amount of food returned uneaten. Many times the younger students are unable to eat all the food sent. There is so much wasted food that is being thrown in the trash. We encourage students to take excess food home and discuss the matter with you. Please do not send any glass containers. We encourage students to recycle and conserve materials used to pack lunches.

Anyone checking a child out for lunch needs to send a note in the morning and sign the child out in the office. Upon return, the parent must sign the child back in at the office.

**PLEASE DO NOT BRING YOUR CHILDREN LUNCH UNLESS IT IS AN EMERGENCY. IT DOES NOT TEACH THEM RESPONSIBILITY WHEN YOU DELIVER LUNCH EVERY DAY. IT IS DISRUPTIVE TO THE OFFICE AND TO THE CLASSROOM.**

**Please do not bring fast food to your child at lunch.** A healthy home-packed lunch is also much more nutritious. Do not go directly to the classroom or pavilion with any items. Do not sit in the parking lot and have your child go to the car. This is unsafe. The office staff does not take responsibility if lunches are not delivered to students.

## Lunch Program

The current lunch program at St. Bernardine of Siena School is provided by ChoiceLunch, an outside provider that accepts online orders from our school families. The website is [www.choicelunch.com](http://www.choicelunch.com).

### **12. BIRTHDAYS**

We will not pass out birthday invitations to students in the class unless all the girls or boys have been invited. Students must do this on their own, off campus, or by mail. A student celebrating a birthday may bring individual treats on their special day and have **appropriate free dress**. If a birthday falls on a weekend, the student may celebrate on Friday or Monday. Non-sugar treats are encouraged. Please do not send any additional items, such as whole cakes, candy, balloons, ice cream, pizza, or party bags, etc.

### **13. SCHOOL TELEPHONE**

The school telephone is for business purposes and for emergencies, such as sickness or parent summons. Students must be trained to use foresight so that the necessary permission to go places after school hours is obtained from parents before the student comes to school. Permission to use the phone must be obtained from the teacher or principal. **Requests to call for forgotten items at homes are not legitimate reasons to use the school phone.** These requests may be denied. In case of an emergency after office hours, students may ask the Day Care Director for use of a phone or they may use the phone at the Parish Center.

### **14. CELL PHONES**

**Cell phones are discouraged at school since a phone is always available at school for an emergency.** When a cell phone is brought to school, it must be turned off, kept in the backpack at all times, and not used while on school grounds (including Day Care) **unless in the presence of a supervising adult.** No photographs may be taken with a cell phone on campus. Texting is not permitted at school. Non compliance with these rules will result in a conduct referral and confiscation of the phone that will only be returned to the parent.

**15. ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"**  
**(Archdiocesan Policy)**

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/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 members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

**16. SAFE ENVIRONMENT TRAINING FOR CHILDREN, YOUTH, AND PARENTS**  
**(Archdiocesan Policy)**

**Good-Touch/Bad-Touch®**

St. Bernardine of Siena School has established **Good-Touch/Bad-Touch®**, an ongoing safe environment training program for students. This program is implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

**VIRTUS® Training**

The Charter for the Protection of Children and Young People, approved by the U.S. Conference of Catholic Bishops in November, 2002, calls for the establishment of Safe Environment Programs, including the screening and education of all personnel who have regular contact with minors. The National Catholic Risk Retention Group, Inc. (**VIRTUS**) is charged with instituting the guidelines established by the U.S. Bishops. **The archdiocese has mandated that every parent who volunteers at school, at the Parish Festival, or in any other capacity, who have contact with children must attend a "Safeguard the Children Awareness Session"**. The purpose of these sessions is to increase awareness of child abuse, child safety issues and to facilitate the implementation of preventative measures to protect children in our school. To register for a session, please contact Mrs. Eileen Fewless at 340-1440. You will receive three parent participation hours for this training. Following the completion of the **VIRTUS** training, please bring a copy of your certificate to the office to be kept on file.

**Finger Printing**

Finger printing from a Live Scan Machine is required for all parents who plan to volunteer in the classroom, library, office, coaching, scouting, or in any other capacity where the parent may be alone with students. No parent will be permitted to be alone with a student without this authorization. The Los Angeles Archdiocese has purchased a Live Scan Machine, which is traveling between parishes. There is no charge to parents when finger printing is done through the Archdiocesan Live Scan

Machine. Please pick up a form in the office along with a list of dates that the Live Scan Machine will be at a parish in our area. Appointments are required. The form must be returned to the office to be kept on file.

### **Child Abuse Policy**

The California Penal Code requires that any employee of the school who knows or reasonably suspects that a child has been a victim of child abuse or neglect must report the incident to a child protective agency immediately by phone. Any person mandated by the Penal Code who fails to report an instance of child abuse/neglect that he/she knows or reasonably should know to exist, is guilty of a misdemeanor punishable by imprisonment in the county jail and/or a fine.

### **GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS**

*Revised August 20, 2007*

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.

- 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/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 these requirements.

**BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH  
WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH**

*Revised August 20, 2007*

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 the Code of Conduct form available in the school office to verify that they understand their obligations.

**17. PARENT/STUDENT COMPLAINT REVIEW PROCESS (*Archdiocesan Policy*)**

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 to strive toward reconciliation and act in good faith. Legal representation is not permitted during 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 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.

## **B. ADMISSION AND ATTENDANCE**

### **18. GUIDELINES FOR ADMISSION (*Archdiocesan Policy*)**

- Preferences shall be 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. \*
- 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 serve the educational needs of all students.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.

*\* The policy for admission into Kindergarten & Grade 1 at St. Bernardine of Siena School is to abide by the recommended age.*

### **19. NON-DISCRIMINATION POLICY (*Archdiocesan Policy*)**

St. Bernardine of Siena 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.

St. Bernardine of Siena 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.

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.

### **20. INCLUSION PROCEDURES (*Archdiocesan Policy*)**

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 students needs.

### **21. ABSENCE & TARDINESS**

**Students who have been absent, all or any part of a day, must bring a written excuse to the homeroom teacher on the day they return. The note needs to be dated, reason for the absence**

given, and must have a parent or guardian's signature, even if the parent signed out the student in the office the previous day. This is a state requirement. **On the first day of an absence parents are required to call the school office by 8:30 a.m.** The school may call the parent at home or work to verify any absence. Too many absences may jeopardize the promotion to the next grade, even if the work is done at home. Excessive absences or tardies may jeopardize re-admission to St. Bernardine of Siena School the following year.

**Prompt and regular attendance is important.** Frequent tardiness indicates a lack of interest in school, disrupts the classroom, and inconveniences the staff. An unusual circumstance can cause an occasional tardiness; however, frequent tardiness will not be accepted. A student, who enters the classroom after the teacher has recorded attendance, must then report to the office to register the tardy. **After three tardies or 5 absences, the parent will be contacted by the principal.**

See the "Honors" section for the policy on three or more tardies in a trimester which removes a student from consideration for Citizenship Honors.

### **Personal Absences**

Parents must notify the school in writing when a student will be out of school for an extended period of time. **We discourage removal of students during the school term unless it is an emergency.** **The teacher is not required to give the student work during a sustained absence.** For vacations, students need to make up this work after returning. The students are responsible for all missed work upon returning to school. The teacher will set the time frame for work to be done during the absence and/or upon return. Being absent for extended non-medical reasons does not release the child from tests upon return.

### **Medical & Dental Appointments**

If a student has a medical, dental, eye, or educational appointment during school hours, the parent or guardian must inform the teacher with a written note which is dated and signed. This note should indicate the time when the student is to be released from class and when he/she is expected to return to class. **A parent or guardian goes to the office and signs the child in to or out of school.** No student may leave the premises during school hours unless signed out in the school office by an adult listed on the emergency card. A written certification from the doctor or dentist stating the time of release should be requested at the doctor's office and given to the office upon the student's return. Certification from the doctor is the ONLY LEGAL reason a student may not be counted tardy or absent. **With the Friday 12:45 p.m. dismissal, we strongly encourage you to make appointments on these afternoons and not during school hours.**

## **22. HOME AND SCHOOL COMMUNICATION & PROCEDURES**

Each Monday, or first day of the school week, a Newsletter (in a large **family envelope**) will usually be sent home with the oldest child. It will contain information from the principal, office, School Advisory Council, support groups, etc. Please empty the envelope, read the contents, sign the front of the envelope and return it the next day. Lost envelopes will be replaced for \$1.00. It is a responsibility the oldest child needs to take seriously.

**Parent Conferences** are required by the end of the 1st trimester. Parent Conferences will be held during the 1<sup>st</sup> Trimester. We encourage both parents to attend whenever possible. In Grades K-4, only the parents are to attend. In Grades 5-8 the student must also be at this conference.

Additional conferences in person or by phone may occur throughout the year, initiated either by teacher or parent. Requests for a teacher conference must be made in writing directly to the teacher or via the office. Please give the teacher time to prepare for these meetings. Do not just drop by the classroom before, after, or during school hours for an unannounced conference. Do not hold parent conferences when teachers are on supervision duty. They cannot give you their undivided attention. When you send a message for the teacher to contact you, the teacher or office will try to contact you within 24 hours to set up an appropriate meeting time.

**Progress Reports** are sent home for Grades 3-8. The Master Calendar indicates the dates these will be sent home with the student. The reports may indicate deficiencies in a subject or study skills, a dramatic drop in a grade, or indicate good growth or progress in a specific area. Not all students will receive progress reports. These reports are to be signed and returned to the homeroom teacher within three days or the principal will call for a personal appointment with the student, parent and the teacher.

**Report Cards** for Grades 1 – 8 are sent home at the end of each trimester. Kindergarten students receive reports twice a year. The Master Calendar indicates the dates when report cards will be sent home with students. They are to be signed and returned within three days.

## **23. ARRIVAL/DISMISSAL PROCEDURES**

### **Safety and Supervision**

**Students are not to be on the school premises before 7:30 a.m. The school does not provide any playground supervision before this time.** Parents should make other arrangements for child care before 7:30 a.m. Failure to adhere to this rule by dropping off students before this time will jeopardize enrollment at the school.

**If a student arrives to school late or leaves school early during the day, a parent or guardian must sign the student in to or out of school through the office.**

**After school all students are to be off the campus by 3:00 p.m.** unless in Day Care or under the direct supervision of a coach. **Students still at school after 3:00 p.m. will be sent to Day Care and parents will be charged.** If an emergency arises and pick-up may be late, call the school office.

At the end of recess and lunch, students are to stop all activity and conversation when the bell rings, then walk to the designated area when signaled by teachers or aides. **All drinks and bathroom needs should be handled before the end of recess or lunch period, not after the bell has rung.**

**AT NO TIME MAY A STUDENT LEAVE THE SCHOOL GROUNDS WITHOUT ADULT SUPERVISION. THIS IS A SERIOUS OFFENSE.** This includes before, during or after school. Example: Student may not go across the street to the mini-mart between school and after school events. No child may go across the street to the preschool campus without written permission from parent and administration. Failure to obey this rule will result in suspension, removal from a team, or expulsion. Students who walk or bicycle home must have a written authorization on file in office. Permission may not be given verbally.

No skateboards, roller blades, or skates are allowed on the school grounds at any time. **Gum chewing is never allowed. This includes team practices, games, and day care.**

Bicycles are never to be ridden on the school grounds. Bikes are to be walked on and off the property. This includes students and other guests participating or watching after-school events. Riders must have helmets when riding bikes to and from school.

Bikers or skaters riding on the grounds will have the bike and/or skates taken, locked up, and returned only to a parent.

Bikes are to be locked in the designated bike racks at all times. The school is not responsible for unlocked bikes.

Students are requested not to bring toys or personal items (Walkman, beepers, cell phones, pagers etc.) to school unless requested by their teacher or day care director. We cannot insure care or safety of these items.

**Students are not allowed to play in or around the buildings or bathrooms before or after school. They are not to be on the playground by the basketball, volleyball, on any other play area unless they are with a coach or day care staff. The Kindergarten playground is off limits before and after school. An adult must always be supervising this area when Kindergartners are in the play area. The porches on Valley Circle Blvd., steps, parish hall, Church, or area in front of Church are never areas for play or congregation.**

**No parent or visitor is to go directly to a classroom** with a lunch, missing work, etc. **All parents or visitors need to report directly to the office** to request assistance or sign in and pick up a volunteer badge for volunteer work. **Classrooms and teachers should not be interrupted during school hours.** **If you are volunteering in classrooms or office, please sign in BEFORE you go to your area and pick up a volunteer badge so we have an accurate count of who is on campus at any point in time.**

### **School Yard Entrances and Exits**

#### **CAR LINE DROP OFF BEFORE SCHOOL:**

For the safety of our students, please use the car line to drop off your child(ren) before school. ENTER ON VALLEY CIRCLE BLVD. AND PULL UP AS FAR AS POSSIBLE TO THE LAST SAFETY CONE. STUDENTS ARE TO EXIT ON THE PASSENGER SIDE OF THE CAR AS QUICKLY AS POSSIBLE. CONTINUE OUT THE SECOND EXIT BEHIND THE PARISH HALL. No student is to exit the car before entering the safety zone (orange cone area). If you need to park to go into the school or to Church, park behind the cement drainage strip. **Never enter on Calvert in the morning.**

#### **AFTER SCHOOL PICKUP:**

ENTER ON VALLEY CIRCLE BLVD. FILL IN PARKING SPACES, GATHER YOUR CHILDREN OR CARPOOL AND LEAVE VIA THE EXIT ON CALVERT AS SOON AS POSSIBLE. If you need to visit with other parents or see a teacher, please assemble between Buildings 1 & 2. Do not stand by any cars or allow children to run between cars or play in the parking area. Students will be required to wait behind the painted line for all rides. WE ARE VERY CONCERNED WITH EVERYONE'S SAFETY AFTER SCHOOL!

**NEVER ENTER ON CALVERT STREET BY THE RECTORY OR BEHIND THE PARISH HALL FOR MORNING DROP-OFF OR 2:45 P.M. PICK-UP!!**



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/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/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" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit.

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

## **26. PRIVACY & ACCESS TO RECORDS (*Archdiocesan Policy*)**

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/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.

### **Verbal/Written Confidences**

Confidential information may be provided by students or parents/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 must 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.

## **27. TRANSFER OF RECORDS (Archdiocesan Policy)**

### **Student Transfers and Graduation**

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

### **Damaged or Loaned Property**

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/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy.

## **28. ILLNESS, ACCIDENT PROCEDURES**

### **School Health Office**

The Health Office at St. Bernardine of Siena School endeavors to give the best possible care and instruction to each student. It includes all services aimed at promoting optimal growth and development of each student. However, it is impossible to screen the entire student body each year in all areas of personal health. The school may do auditory, vision, height/weight, and scoliosis each

year. After screenings, parents are responsible for the follow-up to these findings. If you don't wish your child to have screenings, notify the office in writing.

We do not have a full-time or a part-time qualified nurse on the premises. We have first aid available on a regular basis in the school health office. Staff members, trained in CPR and first aid, may be the personnel giving this care. We have a volunteer program to aid in this area at lunch. Students using the health room facilities are logged daily as to the reason attended and procedures used. If an emergency occurs and the staff deems it necessary, 911 rescue services will be contacted.

No student will be admitted to school unless he/she has been immunized against mumps, polio, measles, diphtheria, tetanus, pertussis, chicken pox, and Hepatitis B. Tuberculosis testing is required for students transferring from out of state and those entering kindergarten. Parents may sign a waiver to these requirements for personal reasons.

Make sure the emergency card has all the precautions or allergies listed. We will do our best to monitor your child. However, if the medical restrictions are too severe for our school to handle, we may not be able to provide for your child's education. This will be determined by the principal, in consultation with the parents.

### **Medications**

From time to time, a student may need to take medication during school hours. All medications (prescription and non-prescription) must be administered by the school or health office personnel with written authorization from a doctor. No student may have any medicines on their person or in their possession including aspirin, cough drops, asthma inhalers, etc. No Tylenol or aspirin is kept at school for student use. A log is kept in the health office to record all medicines and administration. Students who must carry inhalers need a physicians'/health care providers' release on file stating that he/she may have it with him/her while at school or at school activities.

Permission from the doctor must be written clearly (on our form) as to date, student, time, dosage, directions, and possible reactions. Prescription medicines must be in the pharmacy container. The health office and school personnel will not give any medications with just a phone call. Under some circumstances the parent will be called and be required to administer any special medical or first aid care.

### **Emergency and Disasters**

To insure the utmost safety of our students, the school office should be notified when the information on the emergency card changes. We must be able to locate a parent or another competent adult at any time should an emergency arise. We need at least three persons designated to sign out the child. Please inform these people stated on the card that you have listed them as authorized to sign out students.

**NO CHILD WILL BE RELEASED DURING SCHOOL HOURS TO ANYONE NOT LISTED ON THE EMERGENCY CARD. NO EXCEPTIONS!!!! SIGNATURE AND TIME WILL BE RECORDED WHENEVER A CHILD IS RELEASED DURING SCHOOL HOURS OR DURING DAY CARE.**

In case of earthquake or other disasters, the school will use the emergency card. Students will remain in the care of the administration and staff on the school grounds until such persons sign out the child. The school has made preparations for such situations. There are medical supplies, food, water, shelter,

and procedures in place. The school has regular fire, earthquake, and disaster practices with students and staff.

**29. STUDENT INSURANCE (*Archdiocesan Policy*)**

The student insurance program is provided for all full time students in Archdiocesan schools. 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. Insurance claim forms are available in the school office. Forms must be completed and submitted within 90 days of the date of injury.

## C. ACADEMICS AND CO-CURRICULAR ACTIVITIES

### 30. CURRICULUM OFFERINGS (*Archdiocesan Policy*)

The pastor and principal at the parish elementary school are responsible for providing the curriculum adopted by the Department of Catholic Schools. This basic curriculum prescribed for all elementary schools, beginning in kindergarten and continuing through eighth grade, includes the following areas: **Religion, Reading, Language Arts, Spelling, Mathematics, Social Studies, Science, Handwriting, Physical Education, Art, Music, and Computer Literacy.**

The offering of additional instructional programs and services is dependent on the available resources and needs of each school.

\* St. Bernardine of Siena School's curriculum also includes **Spanish**. The school follows the time allotments set forth by the Archdiocese Department of Catholic Schools.

### 31. RETENTION POLICY

The following policy is taken from Article 6103.4 of the Instructional Handbook for Elementary Schools for the Archdiocese of Los Angeles:

The decision to promote a pupil to the next grade or to retain him/her in the present grade should be based upon a consideration of both the overall welfare of the pupil, i.e.: made by carefully weighing both academic and social factors. In the event that retention is under consideration, the following guidelines should be applied:

1. The teacher is responsible for consistent evaluation, early diagnosis, and effective remediation of learning problems. Initially, the teacher should provide remedial help to the pupil within the school setting, either by individualized instruction or some form of tutoring. If such help proves to be inadequate, the teacher should advise the parents to arrange for outside remedial help, such as professional tutoring, parent tutoring, or a summer session.
2. The teacher should make the principal aware of any pupil with significant learning problems by the end of the first trimester. With the approval of the principal, the teacher should inform the parent regularly during the second trimester of the pupil's progress or possibility of retention.
3. Retention is more successful in primary grades than in later grades; therefore, the primary grade teacher should diligently observe the learner so that problems may be corrected before the pupil reaches the upper grades. Although the opinions of the teacher and the parents are significant factors, the final decision to retain a pupil is the responsibility of the principal.
4. In the case of the pupil with a severe learning problem, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil; and that, therefore, a transfer might be necessary.

### 32. TESTING AND ASSESSMENT

St. Bernardine of Siena School has two standardized assessments during the school year.

- ITBS Testing is administered to Grades 2 to 8 in the Fall
- ACRE Testing (Religion) is administered to Grades 5 and 8 in January

### **33. HOMEWORK POLICIES AND GUIDELINES**

Homework is an important aspect of learning at St. Bernardine School. Its purpose is to:

1. Reinforce skills and materials taught in the classrooms.
2. Allow the students to apply concepts taught to related activities.
3. Teach responsibility, time management, organization, and follow-through.
4. Connect parents with the curriculum, the student's progress, and the teachers.

Homework is usually given Monday through Thursday. Some Friday or weekend assignments may be needed for long-range projects or make-up work due to absences. Junior High may have assignments over a weekend. Assignments are due the next day or as assigned. Long-term assignments will be given when appropriate. Due dates will be given well in advance. Students in Grades 2 through 8 are required to have their school assignment book with them everyday in every class. Assignments are to be written in these books consistently and completely. Parents will then also have access to these assignments to guide and to help monitor their child's progress.

**Homework is always to be neat, in proper form, on time, and completed. Late work may not be given credit, but still must be turned in so the teacher knows the skills were practiced.**

1. Rule of thumb for the length of time for homework:

Kindergarten: Given on Mondays (1st day of school week) and due on Friday

Grades 1-2 Approximately 30 minutes

Grades 3-5 Approximately 1 hour

Grades 6-8 Approximately 2 hours

**These are guidelines and may vary by student.**

Some long-term projects may require additional time (i.e.: Science Fair Project)

2. Absences do not release students from any work. Generally, one day is given to return work for each day's absence. Weekend days will count when doing this work. Parents are responsible for picking up student's work on days when a student is absent. Teachers may set due dates for absentee's work. Students are responsible for getting the missing assignments and turning work in to the teacher. Students need to take the initiative for homework.
3. Make-up tests will be given at a time set by the teacher. Make-up tests may be given in a different format. If test dates were given prior to absence, students will be expected to take tests as scheduled or as designated by the teacher.
4. Be aware that some work done in class cannot be done at home or after the fact, especially group work; therefore, some work may not be given grades.
5. Long term absences require special arrangements with teachers. Teachers are not required to give work to students to take on a vacation during the school year. Teachers are not expected to give private instruction for work missed due to vacations taken or by commercial-work absences. Work permit applications are obtained by the parents and submitted to the office.

### 34. GRADING

#### Report Cards & Grading System

The school year is divided into trimesters. Reports are made out on the basis of work accomplished by the student. Kindergarten report cards are issued two times a year: at the end of the 2<sup>nd</sup> & 3<sup>rd</sup> Trimesters. The following grading system Grades 3-8 is used by the Archdiocese of Los Angeles :

A (97 -100%) = 4.0	B- (85 - 86%) = 2.7	D (65 - 69%) = 1.0
A- (93 - 96%) = 3.7	C+ (80 - 84%) = 2.3	F (64% or below) = 0 - Fail
B+ (90 - 92%) = 3.3	C (75 - 79%) = 2.0	
B (87 - 89%) = 3.0	C- (70 - 74%) = 1.7	

Grades 1-2 grading scale:	91 – 100 = O	No + or – on report card;
	81 - 90 = G	i.e.: G+, O-
	70 - 80 = S	
	below 69 = NI	

#### Behavior

- “O” - This indicates students who seek ways to model for everyone their manners and caring attitude on a daily basis. They are helpful, polite, and courteous to other students and adults they meet each day. They show a constant regard for other's feelings and needs. They care for equipment and property. They initiate ideas and plans to improve the school community. They are regarded as class leaders in the area of self-discipline and control.
- “G” - This is the expected and required behavior of students at St. Bernardine. Students display good classroom and yard standards. The child responds positively to correction in these areas.
- “S” - This indicates that students’ behavior is average & satisfactory. There is room for improvement.
- “NI” - This indicates that behavior is unsatisfactory and there is immediate need for improvement in this area.

#### Work Habits

##### **Grade of “O” - Outstanding**

- Consistently does more than is required
- Superior Work
- Excellent Study Habits
- Demonstrates initiative to do supplementary work
- Dependable, prompt, neat work, and attentive
- Participates in an outstanding manner

**Grade of “G” – Good**

- Frequently does more than is required
- Above average work
- Good Study habits
- Demonstrates interest in doing supplementary work
- Dependable, prompt, neat work, and attentive
- Participates in an above average manner

**Grade of “S” - Satisfactory**

- Does what is required
- Average work
- Adequate study habits
- Dependable, prompt, neat work, and attentive
- Participates in an average manner

**Grade of “NI” - Needs Improvement**

- Seldom does required work
- Below average or failing work
- Poor or no study habits in evidence
- Little or no interest in doing supplementary work
- Undependable, inattentive, and little interest in class work
- Poor participation

*Numerous "NI" grades on a report card will jeopardize present enrollment or re-registration for the following year. The principal will make the determination as to enrollment after conferring with teachers, parents, and student.*

**Online Grading System**

To foster effective communication between parents and school, St. Bernardine of Siena School has partnered with Gradelink for administering grades in Grades 1 to 8 and attendance in all grades. Parents are able to stay up-to-date with student progress and track assignments and grades throughout the school year.

### **35. HONORS**

The Honor Roll is prepared after each report card period for Grades 3 through 8. There is an Honors Assembly following each trimester.

#### **Middle Grade Students (Grades 3, 4, and 5) Honor Roll**

Academic Honor Roll requirements are as follows:

All grades on the report card must be a B- or above and

All Work Habits and Behavior grades must be "S" or above

Citizenship Honor Roll

All Work Habits and Behavior grades must be "O"

**Three or more tardies in a trimester will eliminate a student from Citizenship Honor Roll**

#### **Junior High Students (Grades 6, 7, and 8) Honor Roll**

First honors = 3.5 or above

Second honors = 3.0 to 3.49

Subjects used to calculate honors at full credit are:

Religion

Math

Reading

Social Studies

Spelling

English

Science

Subjects used to calculate honors at half credit are:

Music

Spanish

P.E.

Art

**All Work Habits & Behavior grades must be "S" or above.**

**Conduct Outside Class Grade:** Students will be given a grade each trimester that reflects their behavior in church, on the yard and at assemblies. This grade will reflect the student's ability to follow the school policies as stated in this handbook. A student must have an "S" or above in this area to be considered for Honor Roll.

**Citizenship:** In order to receive Citizenship, all Work Habits and Behavior grades must be "O".

**Three or more tardies in a trimester disqualifies a student from Citizenship consideration.**

### **36. FIELD TRIPS & CULTURAL ACTIVITIES**

Field trips must be educational in nature and grade level appropriate. The principal must approve any off-campus trip. No student may attend any off-campus trip without completion of the proper field trip permission slip. No phone permission will be acceptable. Some of the costs of the bus or entry fees incurred by such a trip may be paid by the parent. Trips may be on a school bus or in cars. We are trying to bring more programs onto the campus in lieu of taking the students off-campus due to safety, insurance and costs. More students can benefit from performances and workshops brought to the school. Anyone driving students to any event, field trip or extra-curricular activity must have proof in the school office of a valid driver's license and current auto insurance. All drivers must be 25 years of age or older to transport students.

### **37. ELECTRONIC COMMUNICATIONS POLICY (Archdiocesan Policy)**

#### **Guidelines for Use of Electronic Communication and Equipment**

*The following Guidelines apply to all electronic communication devices of any kind (for example, phones, computers, video equipment, and wireless devices and networks).*

*Parents are required to explain these policies to their child/ren, including primary grade students. By signing this document, parents and students are agreeing to abide by the guidelines and policies listed below.*

#### **Guidelines for Use of School Computers and Other Technology:**

- All school technology systems, all information stored on them, and all work performed on them, are governed by these school policies and are subject to school supervision and inspection.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Students may only use the system at school under the direct supervision of a staff member.
- Where pertinent and approved, students may create e-mail messages on school computers. However, caution must be exercised in doing so because the contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses, tampering, or other system breaches to the principal.
- If approved by the principal, students may create personal web pages on the school's computer system. All materials placed on the web page must be pre-approved in a manner specified by the school. Materials placed on the web page must relate to school.
- Students and parents will promptly inform the teacher or other school personnel of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for continually supervising or monitoring every communication and Internet session for every student.

#### **Students using school computers and/or related technology systems may not:**

- Violate any school conduct or educational rules.
- Post personal contact information about self or others. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, etc. without specific teacher oversight.
- Agree to meet with someone they have met online without their parent's approval and the presence of a parent at any meeting.
- Use obscene, defamatory, disruptive or threatening language.
- Harass, insult or attack others.
- Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.
- Upload or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyrighted materials,

certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.

- Engage in any other illegal act, such as the pirating or unauthorized distribution (such as “podcasting”) of copyrighted materials, music or film, or arranging for the purchase or sale of any drugs, alcohol, or regulated goods.
- Employ the network for commercial and/or or political lobbying purposes.
- Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards others.
- Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others’ passwords, trespass on other’s folders, work or files.
- Enable unauthorized persons to access or use the school’s computer systems or jeopardize the security of the school’s electronic communications systems.
- Alter, without authorization, the start up screen or the desktop or download applications that will subvert these functions.
- Introduce a virus, attempt to breach system security or tamper with the school’s computer system.
- Re-post a message that was sent privately without permission of the person who sent the message.
- Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.
- Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).
- Students may not use school facilities or equipment to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission or that would violate and FCC rules or policies.
- Use computer systems for the design, development, distribution or storage of any works of programming or software unless explicitly permitted by the school staff.

### **Guidelines for Use of Computers or Personal Electronic Communication Devices:**

**We expect our parents to be equal stakeholders in the implementation of our computer and technology system policies by monitoring their child’s Internet access and electronic use outside of school in a manner supportive of the school’s policies. Inappropriate electronic communications among students outside of school or in school using personal electronic devices, may subject the student to disciplinary action.**

### **Students may not:**

- Threaten the safety or reputation of the school, its staff or students.
- Post personal contact information about other school personnel, teachers, or students. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, photos, email addresses, cell phone numbers, etc. Use obscene, defamatory, disruptive language toward or any school personnel, teachers or students.
- Harass, insult, defame, bully, attack or invade the privacy of any school personnel, teachers, or students.
- Send comments, text or images to school personnel, teachers, or students that would be considered offensive on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.

- Damage, alter, disrupt or gain unauthorized access to school computers or school systems; e.g. use others' passwords, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.

**Consequences for violating any of the above guidelines:**

- Suspension or permanent loss of access.
- Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the principal's discretion.
- Involvement of law enforcement agencies.

**Parent Conduct:**

- Parents and students are expected to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact the principal, pastor, and the Archdiocese) in communicating problems or issues with the school.
- Posting inappropriate comments about the school, its personnel or students, on the web and via emails does not constitute following the appropriate chain of communication.
- The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.

**38. COUNSELING POLICY (Archdiocesan Policy)**

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

In cases of actual or suspected child abuse or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of

abuse. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

### **39. STUDENT ACTIVITIES**

St. Bernardine of Siena School provides a wide variety of activities outside the classroom. It is our hope to develop character and fair play, as well as physical or mental skill through these activities. We encourage our parents to participate in these activities by volunteering to help or be present at these events. Some of these extra-curricular activities are:

#### **Student Council**

**Student Council** (with guidance from the staff moderator and principal) plan many activities throughout the year for the entire student body. Watch newsletters and the Master Calendar for details. Qualifications to run for Student Council are different from other activities. The requirements are listed below and subject to change at the discretion of the principal and/or staff moderator.

#### **Qualifications of Candidates for Office:**

1. Commissioner General and Assistant Commissioner General
  - a. Must be in 8<sup>th</sup> grade.
  - b. "B" average (3.0) with no grade lower than a C all year.
  - c. **No "NI's" and no more than 4 "S's" in Work Habits/Behavior in all classes all year.**
  - d. **Conduct Outside Class grade must be an "S" or better all year.**
2. Secretary and Commissioner of Finance
  - a. Must be in 8th grade
  - b. "C" average (2.0) with no grade lower than a C all year
  - c. **No "NI's" and no more than 4 "S's" in Work Habits/Behavior in all classes all year.**
  - d. **Conduct Outside Class grade must be an "S" or better all year.**
3. Remaining Offices
  - a. Must be in 7th or 8th Grade.
  - b. "C" average (2.0) with no grade lower than a C all year.
  - c. No "NI's" in Work Habits & behavior in all classes all year.
  - d. **Conduct Outside Class grade must be an "S" or better all year.**
4. Acceptance of Office:
  - a. Election to these offices is based on the assumption that the requirements will be met and maintained in the 3rd trimester and reflected on the last report card. If requirements are not met, the office will be assumed by the candidate receiving the next highest number of votes in the election.
  - b. As a member of Student Council, if you fail to meet or maintain the qualifications, you will be removed from Student Council until the grades improve.

## Athletics

**After School Sports Program** for Grades 5-8 provides team sports under the direction of the Valley Sports Conference, coaches and the principal. These are in competition with other Catholic schools in our area.

Boys' Sports: Flag Football, Basketball, and Volleyball.

Girls' Sports: Volleyball, Basketball, and Softball.

There are "B" teams for Grades 5 and 6 and "A" teams for Grades 7 and 8. Try-outs for each team will be announced.

**Swim Team** is for all grade levels (K-8). It is a fall sport. Contact the office for details.

**School Track Team** will be held in the spring with participation in the annual Knights of Columbus Meet. Any student in Grades K-8 is eligible.

## Other Activities & Service

**Speech Team** is an important part of our school tradition. It is open to Grades 6-8. Our students participate in the El Camino Speech League by attending a series of Saturday meets. Details of this program may also be obtained in the office.

**Children's Choirs** are open to Grades 4-8 by try-out. Choirs sing at school or parish events.

**Liturgical Dancers** are in Grades 6-8. Dancers participate in special school or parish liturgies.

**Altar Serving** is open for boys and girls in Grades 5-8.

**"DestiNation ImagiNation"** is selected from applications. The number of teams will be determined by the availability of parent coaches and guidelines of the national organization.

## Extra-Curricular Agreement

St. Bernardine of Siena School is proud of its extra-curricular activities and traditions. It is the aim of these programs to build a sense of fair play, teamwork, leadership and commitment. With these goals in mind, each student and parent is required to join in an agreement before beginning any extra-curricular activity. Failure to adhere to any conditions of the agreement will then require the participant to be placed on probation status or dropped from the activity. No athlete will be issued a team shirt or attend a scheduled event until this agreement has been accepted by the administrator.

**Due to a no-cut policy, qualified player participation is at the coach's discretion if the team roster is large.**

### Student Requirements:

1. Must maintain a 2.0 grade point average. A student receiving an "F" in any academic subject is ineligible.
2. Must have no grade lower than an "S" in Effort and Behavior on any progress or report card.
3. Must attend all practices and games. If illness, injury or appointment do not allow for attendance, the coach or an administrator must be notified in advance. Attendance at practice is required to play on game day.
4. Must attend school on a game day to participate in a game.
5. Must have proper clothing, equipment, or materials at all practices and events. On game days, athletes must wear proper team jersey and team shorts to play.
6. Must be at all practices and games on time and leave at the arranged time.
7. Must adhere to all the school policies as stated in the Parent/Student Handbook.
8. Must always show respect and cooperation with coaches, other team members, visitors, etc.

9. Leave all game areas, rooms, or grounds clean and organized.
10. Must exhibit a positive attitude whether winning or losing.
11. Use proper language and behavior whether at a practice or at an event.
12. Uniforms requested to be returned must be clean and in good condition or a replacement fee will be charged.
13. Pay designated fee of **\$75.00** per sport or activity to cover cost of officials, trophies, league fees.
14. Submit the required medical and emergency information on the reverse side of this form before attending any practices or events.
15. A player receiving 2 or more detentions in a sport season will be restricted from practice and games.
16. If you come to school on a game day but did not attend practice, the following penalties will occur: Volleyball - sit out **one** game; Football - sit out **one** half; Softball - sit out **two** innings.

**40. PARENT'S AUTHORIZATION FOR PUBLICATION OF STUDENT WORK/PICTURES (Archdiocesan Policy)**

From time to time the school may wish to publish examples of student projects, photographs of students and other work on an Internet accessible World Wide Web server or in other media. Student projects, photographs and other work posted on the Internet or in other media will include the student's last name's initial and first name.

**Web Sites**

Parents/guardians must acknowledge that they understand that the school's web site content is not private and can be reviewed, copied, downloaded and transmitted by anyone with access to the Internet and that the school has no control over this. Parents/guardians must waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the web site for damages or injuries in any way related to, connected to or arising from the publishing or posting of information on the school's Internet web site or the use of that information and expressly assume the risk of any injury or damage resulting from said posting of information on the web site.

**Other Media**

Parents/guardians must waive, release and forever discharge any and all claims, demands, or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the publishing of information, for damages or injuries in any way related to, connected to or arising from the publishing or posting of information in other media or the use of that information and expressly assume the risk of any injury or damage resulting from said publishing.

**Parental Authorization**

Parents/guardians must further understand and agree that this authorization remains in effect until such time as it is withdrawn in writing. They must understand that if they change their mind relating to this authorization, that they must submit another authorization form to the school.

## D. TUITION AND FEES

### 41. TUITION AND GENERAL FEES

#### Tuition for 2010-2011 School Year

Kindergarten – New Family:	One Child Rate	\$4,400 yearly
<b>Kindergarten – Sibling:</b>	<b>One Child Rate</b>	<b>\$4,200 yearly</b>
(Kindergarten fees are separate from the following family rates)		
Grades 1-8:	One child	\$4,400 yearly
	Two children	\$7,280 yearly
	Three	\$9,400 yearly
	Four or more	\$10,030 yearly

#### Tuition Assistance Fee

**A Tuition Assistance Fee of \$200 per family is due by September 30<sup>th</sup> or it may be worked into your tuition for the year. This fee assists qualifying families so they may continue to provide a Catholic education for their children.**

#### Application Fee

Prospective new students are required to complete all forms and pay \$100.00. This is non-refundable. Applications are held in active file for one school year and can be renewed for the next year in January without additional fee payment.

#### Re-Registration Fee

Returning students are required to pay this \$100.00 fee in the spring to reserve their spot for the next coming school year. Teachers will notify parents concerning the Sacramental Fee (Grade 2) and the Graduation Fee (Grade 8). Both fees are payable **January 31st**.

### 42. TUITION PAYMENT PLANS AND AUTOMATIC DEDUCTIONS

Tuition is payable on a ten-, eleven-, or twelve-month basis or in one installment. Our FACTS Tuition Management program will automatically debit your account on the 5th of the month. Parents needing special arrangements for payment of tuition must contact the principal. Registration for the next school year is contingent on having the current year paid in full.

### **43. FUNDRAISING REQUIREMENTS AND PARENT VOLUNTEER PROGRAM**

#### **Fundraisers**

All parents are expected to support the fundraisers of the school. Tuition does not cover all of the school expenses. Fundraisers make up the deficit. Failure to support the fundraisers by meeting requirements will jeopardize enrollment for the following year.

#### **Credit-Earning Fundraising**

Each family has a required profit level of support each year.

One student in school	\$550
Two students in school	\$650
Three students or more	\$750

If full fundraising requirements are not met, the fundraising balance will be charged to your account.

Fundraisers below will be accepted for this commitment:

Magazine Subscription:	50% of total money credited toward your goal (Sept.)
Parish Festival:	50% of pre-sale tickets (including parish raffle tickets <b>turned in to school</b> ) & sponsorships & raffle at 100% (Oct.)
Spring Fundraiser	\$ per ticket purchased & sponsorship & raffle at 100%
Golf Tournament	Entries/sponsorships 100%

All other fundraisers are optional and not credited to your account (Example: 8<sup>th</sup> grade fundraisers). Fundraisers may be credited at the discretion of the administration. See Master Calendar and newsletters for dates of these activities.

#### **SCRIP**

It is mandatory for you to enroll in the E-Scrip program in order to support our school. Also, you may also enroll in Ralph's, Albertson's, and Target. We will no longer be selling paper scrip. There will be more information to follow.

#### **Parent Participation – Volunteer Program**

As stated in our school philosophy, parents are the primary educators of their children. The school is the educational setting for learning. There is a common bond between the parent, school staff, clergy and students. Our Parent Participation Program, in conjunction with the School Advisory Council, seeks to involve all parents in this educational process.

**Each family is required to fulfill forty (40) hours of service directly to aid in the education of the children at St. Bernardine's. Any unfulfilled hours will be billed at \$20 per hour at the end of the school year.** Details of this program are available through the school office. We are proud of the participation and enthusiasm of our parents. It is a strength we all believe makes our school so vital.

Each family **must** do **6 of these 40 hours with the Parish Festival.** These hours must be worked. It is not an option to pay in lieu of Festival hours. The school is receiving a share of the profit from this event. We are responsible for game booths during the festival. Parents may also work set-up, clean-up, ticket pre-sales or other approved activities for these hours.

Please call the school for information regarding volunteer programs. There will be a notebook in the office for signing in your hours yourself or by chairpersons. You will be notified three times during the school year with an account of your hours. Please note that you are responsible for working on the projects you selected, but may add additional hours for other projects. If you signed up for a spring event but have completed your 40 hours, you still need to follow through with your commitment to assigned projects.

#### **44. COSTS / FEES FOR BOOKS, SUPPLIES, FIELD TRIPS, EXTRA-CURRICULAR ACTIVITIES**

##### **Books Fees**

The yearly book and supply fee is \$300 per child for this school year. This fee was due in the Spring prior to the new school year or at registration time for new students and covers the expense for basic textbooks. Fee is not refundable unless approved by the principal.

Students in Grades 5 must purchase Bibles for \$25.00. (Bibles will be used in Gr. 5 – 8)

Assignment books and school folders are provided at no extra charge. Replacements may be purchased through the school office.

All books are to be covered in plain book covers. No books are to be written in or destroyed. Replacement charges must be paid for lost or damaged books. **Binders and book covers are not to have drawings, stickers, pictures, etc.** Teachers will take covers, binders, etc. which have writing or pictures on them. Students must replace with proper covers immediately. "Liquid" White-Out type products or correction tape are not permitted at school.

Backpacks on wheels will not be allowed in Grades K, 1, and 2. Students in grades 3 through 8 may only have backpacks on wheels with a doctor's medical excuse filed in office. We have major storage and safety issues with these bags. Rolling backpacks will be stored outside classroom during school hours. Because of limited storage space, please purchase only smaller sized rolling backpacks.

##### **Supplies**

Each class is given a personal supply list yearly for their assigned grade. Students are to have these supplies at all times. **Please do not send additional items not on the list.** Please label all personal items of supplies and clothing including shirts, polo shirts, shorts, lunch boxes, etc.

##### **Field Trips**

Parents may be required to help cover some of the costs of the bus or entry fees incurred by a class field trip.

##### **Extra-Curricular Activity Fee**

There is a designated fee of **\$75.00** per sport or activity to cover cost of officials, trophies, and league fees.

## E. DISCIPLINE

### 45. **DISCIPLINE** (*Archdiocesan Policy*)

Discipline 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.

### 46. **RULES AND REGULATIONS**

Growth in self-discipline is a goal of education at St. Bernardine of Siena School. Self-discipline is an aspect of moral guidance and is necessary to provide a classroom environment conducive to learning. A school and classroom discipline program is designed to help the student choose right rather than wrong, order rather than chaos, virtue rather than vice. Teachers and staff will strive to have a positive approach to discipline within the classroom and schoolyard.

The principal and the pastor are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

#### **There are two broad policies in regards to school discipline:**

1. ANY BEHAVIOR WHICH DISTRACTS FROM A TEACHER TEACHING OR ANY STUDENT LEARNING IS UNACCEPTABLE.
2. EVERYONE AT ST. BERNARDINE SCHOOL MUST SHOW RESPECT FOR OTHER PEOPLE, PROPERTY, AND IDEAS.

#### **ALL STUDENTS ARE EXPECTED TO:**

1. Be on time for school with materials ready for class. We are very concerned with the tardies and will be stressing this aspect of responsibility.
2. Come ready to learn and exhibit pride in their work.
3. Respect the rights of others and their right to learn.
4. Admit mistakes, ask for help, seek adults who can assist with situations, be accountable.
5. Remain in appointed play areas.
7. Play safe approved games without chasing, tackling, fighting.
8. Show acceptable, non-violent behavior in play, language, or gestures.

**BEHAVIOR AND WORK HABIT GRADES ARE AN INDICATION OF THE STUDENT'S SELF-DISCIPLINE. THESE GRADES ARE EXTREMELY IMPORTANT.** See "Grading" section for general descriptions of what each grade indicates.

### 47. **CONSEQUENCES (INCLUDING DETENTION)**

These are general guidelines whereby teachers seek to instill self-discipline within students:

#### **PRIMARY GRADES: (K-2)**

The teacher will use a variety of positive reinforcement strategies within the classroom. When a student does not respond, the teacher may do any of the following:

- Counsel the student during or after school
- Involve the principal in this counseling
- Conference with the parent by phone or in person
- Send home a written note regarding situation

**MIDDLE GRADES: (3-5)**

All of the previous also apply. A detention notice from the teacher will indicate the reason for the detention and the assigned date and time it is to be given. The slip must be signed by the parent or guardian and returned to the teacher the next day. The classroom teacher will monitor the assigned detention. A notice is an indication that the parent should contact the teacher regarding the student's behavior. Detentions can be given for repeated missing homework assignments as well as behavior standards not being met.

**JUNIOR HIGH PROGRAM: (6-8)**

1. A conduct referral slip to the parent may indicate a need for a parent/teacher conference and/or possible removal from the classroom until proper behavior can be insured. Student and principal may be requested at this conference. An administrator may call the parent to come and take the student home until this conference is held.
2. Multiple conduct referrals may require suspension, and/or a behavior contract issued by an administrator, or possible expulsion by principal.
3. Failure to follow rules, such as uniform standards, will result in lowered general conduct grades and jeopardize honor roll qualifications. (See Honors section)

**UPON NOTIFICATION OF A SECOND DETENTION IN A TRIMESTER, THE FOLLOWING COURSE OF ACTION WILL BE IMPOSED:**

- Ineligibility (exclusion or disqualification) from the Honor Roll for the trimester.
- Exclusion from the next junior high social event or sports day regardless of trimester.
- Conference with an Administrator.

**A THIRD DETENTION WILL RESULT IN PROBATION SET BY THE ADMINISTRATION.**

**CAUSES FOR DETENTION AND/OR SUSPENSION:**

1. Repeated tardiness (3)
2. Excessive talking in class
3. Rude, discourteous behavior
4. Destruction of school or other property
5. Misbehavior in church, on playground, or in school building
6. Fighting, bullying, or harassing
7. Repeated failure to bring absence note
8. Chewing gum at any time on school property
9. Eating at inappropriate places and/or at the wrong times
10. Inappropriate language
11. Any other failure to meet classroom or school standards
12. Possession of any item which could be used as a weapon
13. School uniform violations
14. Missing homework, incomplete work, not having supplies
15. After-school conduct inappropriate for students or against school policy

16. Misuse of internet or any computer - (Student and a parent will be required to sign a policy for use of internet and computer equipment.)
17. Cheating on homework or class work by copying, giving other's answers, plagiarism, etc.
18. Stealing
19. Forging of signatures
20. Any other action deemed serious by the principal, vice-principal and/or pastor

**48. EXPULSIONS AND SUSPENSIONS (*Archdiocesan Policy*)**

**Conditions of Suspension**

- Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:
- No student shall be suspended from an elementary school for more than two consecutive weeks.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/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/her own authority suspend a student.

**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 or harassing 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. All penalties related to the willful defacing of school property pertain to graffiti, including restitution and the possibility of expulsion.
- 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 Communications Policy policies and guidelines.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

**Procedure for Expulsion**

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/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/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. The following form should be used, one copy kept on file and a copy mailed to the elementary supervisor at the Department of Catholic Schools.

Name of Student: \_\_\_\_\_  
Offense or situation: \_\_\_\_\_  
Date: \_\_\_\_\_  
Parents notified by: \_\_\_\_\_ Date \_\_\_\_\_  
Remarks: \_\_\_\_\_  
\_\_\_\_\_

First Meeting:  
Place: \_\_\_\_\_  
Time: \_\_\_\_\_  
Persons present: \_\_\_\_\_  
Remarks: \_\_\_\_\_  
Signature(s): \_\_\_\_\_

Second Meeting:  
Place: \_\_\_\_\_  
Time: \_\_\_\_\_  
Persons present: \_\_\_\_\_  
Remarks: \_\_\_\_\_  
Outcome: \_\_\_\_\_  
Signature(s): \_\_\_\_\_

**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 the initial parent-principal conference is dispensed with.
- The procedure involving cases of grave offenses should be 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/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 to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.
- The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

#### **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.

### **49. HARASSMENT, BULLYING, AND HAZING POLICY (Archdiocesan Policy)**

St. Bernardine of Siena 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. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. 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 dismissal.

**Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion. 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 impending 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.

**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 also may be involved in cyberbullying, 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 or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

It is the responsibility of St. Bernardine of Siena School to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report 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 thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

## **50. STUDENT THREATS (*Archdiocesan Policy*)**

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 School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents/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.

#### **51. SCHOOL SEARCHES (*Archdiocesan Policy*)**

A student's 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. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers (*cubbies*) or other school property. Lockers (*cubbies*) are made available to the student by the school. The student does have some expectation of privacy in his/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/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 trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search without a warrant of the student's locker (*cubby*), car (*not applicable to grammar school*) or his/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.

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

## **52. DISCIPLINARY REPORTING TO PARENTS**

Please refer to section entitled "Consequences".