



# **PARENT/STUDENT HANDBOOK 2019-2020**

**St. Bernard School**  
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Breaux Bridge, LA 70517  
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Reverend Garrett McIntyre, Pastor  
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# St. Bernard School

*Established in 1891*

## Approved by

Diocese of Lafayette  
Louisiana Department of Education

## Member of

National Catholic Educational Association (NCEA)  
Citizens for education Choice (CEC)  
Breaux Bridge Chamber of Commerce

*St. Bernard School does not discriminate on the basis of race, color, sex, national or ethnic origin in its educational programs, activities or employment policies.*

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## A NOTE TO OUR PARENTS

Thank you for choosing the gift of a Catholic education for your child's growth and development. We have dedicated ourselves to the belief that each of us has been called to St. Bernard School at this time for some higher purpose. The success of each school year depends upon every person: parents, students, faculty and staff. We all have gifts to give for the good of Holy Mother Church and building up of the Kingdom of God. Each of us will be invited to participate in school activities throughout the academic year. We invite all our parents to accept the challenge to be an active volunteer.

The Parent/Student Handbook was designed especially for you as parents. It will familiarize you with the policies of the school, but more importantly, it will enable you to assist and support your child's efforts and activities. Please review the contents as a family.

We, the faculty and staff of St. Bernard School, commit ourselves to foster a culture permeated by the truths of our Catholic faith and ensuring academic excellence and the formation of virtue in each of our students. Our commitment is to walk together and respond to the call we have been given.

***The Faculty and Staff of St. Bernard School***

### **NOTE CAREFULLY**

**The regulations and other provisions outlined in this handbook are considered a contractual agreement between St. Bernard School and each student enrolled in the school. In developing the rules and policies for St. Bernard School, the administration has tried to anticipate as many issues as possible. As new and unusual situations may arise, the principal has the authority to use his/her discretion to amend the policy.**

**The St. Bernard School principal, with the approval of the Advisory Council, reserves the right to amend this handbook for a cause that, in his/her judgment is just. If changes are made, all parents will be sent prompt notification.**

# Table of Contents

<b>I. INTRODUCTION .....</b>	<b>8</b>
HISTORY OF ST. BERNARD SCHOOL.....	8
ST. BERNARD OF CLAIRVAUX.....	9
The Memorare .....	9
<b>II. MISSION AND PHILOSOPHY .....</b>	<b>9</b>
DIOCESAN SCHOOLS’ MISSION STATEMENT .....	9
ST. BERNARD SCHOOL MISSION STATEMENT.....	10
Vision .....	10
STATEMENT OF PHILOSOPHY .....	10
RELIGIOUS EDUCATION GOAL .....	10
INTELLECTUAL GOAL.....	10
MORAL GOAL.....	11
SOCIAL GOAL .....	11
PHYSICAL GOAL.....	11
<b>III. GOVERNANCE .....</b>	<b>11</b>
APPROVAL AND OVERSIGHT .....	11
ADVISORY COUNCIL .....	11
<b>IV. SCHOOL SAFETY .....</b>	<b>12</b>
SAFE ENVIRONMENT PROGRAM .....	12
CHILD ABUSE LAWS.....	12
SCHOOL CAMPUS .....	12
CAMERAS.....	12
SCHOOL VISITORS .....	12
IDENTIFICATION.....	12
Car Poster .....	12
Identification Cards.....	13
Photo Release Forms .....	13
MEDICATIONS/CONTROLLED SUBSTANCES.....	13
EMERGENCIES .....	13
Emergency Closure of School .....	13
School Evacuation.....	13
Disaster Drills .....	13
Crisis Plan.....	14
<b>V. ADMISSIONS POLICY .....</b>	<b>14</b>
NONDISCRIMINATORY POLICY .....	14
TITLE IX .....	14
ADMISSION POLICIES AND PRIORITIES .....	14
ADMISSIONS PRIORITIES.....	15
READMIT PROCESS.....	15
<b>VI. FINANCES, TUITION, AND FEES.....</b>	<b>15</b>

REGISTRATION AND TUITION .....	15
Delinquent Accounts .....	16
FINANCIAL ASSISTANCE .....	16
WITHDRAWAL.....	16
<b>VII. OPERATING PROCEDURES .....</b>	<b>16</b>
DAILY OPERATIONS.....	16
School/Office Hours.....	16
Student Records .....	17
Lost Articles .....	17
End of the Day Calls/Messages.....	17
TRANSPORTATION.....	17
Arrival .....	17
Dismissal Procedures .....	17
Transportation by Automobile or Bicycle .....	18
Transportation by Bus .....	18
ATTENDANCE .....	18
Tardiness.....	19
Student Check-out.....	19
STUDENT REGULATIONS.....	19
Before-School and After-School Activities .....	19
Returning to School after Dismissal.....	20
Emergency Information .....	20
Identification Cards.....	20
Telephone Calls.....	20
Treatment of School Property .....	20
Lockers.....	20
Personal Items/Gifts .....	20
Class Celebrations.....	21
Parent to Parent Communication.....	21
Medical Policy.....	21
Health Records.....	21
Medication.....	21
Head Lice .....	22
Fever .....	22
<b>VIII. ACADEMIC PROGRAM .....</b>	<b>22</b>
RELIGIOUS EDUCATION PROGRAM .....	22
SACRAMENTAL PROGRAM .....	22
SERVICE PROJECTS .....	23
ACADEMIC PROGRAM OVERVIEW .....	23
Section Assignments.....	23
Reports of Student Progress.....	23
Mid-quarter Progress Reports .....	23
Report Cards .....	23
Home-School Communication .....	23

Conferences.....	23
Grades.....	24
Testing .....	24
Homework .....	25
ACADEMIC REMEDIATION.....	25
<b>IX. STUDENT SERVICES .....</b>	<b>25</b>
GUIDANCE.....	26
FEDERAL TITLE I SERVICES.....	26
RESOURCE SERVICES.....	26
INTERVENTION SERVICES .....	26
STUDENT NEEDS COMMITTEE .....	26
LIBRARY .....	26
FOOD SERVICE .....	26
<b>AFTER-SCHOOL CARE .....</b>	<b>27</b>
<b>X. STUDENT LIFE.....</b>	<b>27</b>
ELIGIBILITY REGULATIONS.....	28
STUDENT COUNCIL.....	28
DANCES .....	28
FIELD STUDIES.....	28
ATHLETIC PROGRAM PHILOSOPHY.....	29
AWARDS.....	29
Crusader of the Month .....	29
Student of the Week (Grades PK and K).....	29
<b>XI. DISCIPLINE .....</b>	<b>29</b>
SCHOOL-WIDE DAILY BEHAVIOR .....	30
OFF-CAMPUS CONDUCT .....	32
CHEATING .....	32
CONSEQUENCES .....	32
Consequences Per Week: Grades Pre-K – 4 <sup>th</sup> .....	32
<b>Consequences Per Week: Grades 5<sup>th</sup> – 8<sup>th</sup> .....</b>	<b>32</b>
<b>Other Consequences - Administration .....</b>	<b>32</b>
<b>Detention.....</b>	<b>33</b>
<b>Suspension.....</b>	<b>33</b>
Probation .....	33
Grounds for Dismissal .....	33
CELL PHONE POLICY.....	34
BULLYING AND HARASSMENT POLICY.....	34
SUBSTANCE ABUSE POLICY .....	34
WEAPONS.....	35
DIOCESAN NO TOLERANCE POLICY ON WEAPONS .....	35
<b>XII. UNIFORM AND GROOMING CODE .....</b>	<b>35</b>
GIRLS.....	36

ACCESSORIES .....	36
BOYS .....	37
ACCESSORIES .....	38
SPIRIT DAY ATTIRE .....	38
FREE DRESS DAY ATTIRE .....	38
SPECIAL CLUB MEETING DAYS.....	39
<b>XIII. PARENTS' ROLE IN EDUCATION .....</b>	<b>39</b>
CONFLICT RESOLUTION .....	40
PARENT-TEACHER ORGANIZATION (PTO) .....	40
<b>XIV. PARENT COOPERATION STATEMENT .....</b>	<b>40</b>
<b>ADDENDUM A.....</b>	<b>42</b>
ACCEPTABLE USE AND TECHNOLOGY POLICY .....	42
<b>ADDENDUM B .....</b>	<b>44</b>
GRANT COMPUTER ACCEPTABLE USE POLICY ADDENDUM (3 <sup>RD</sup> -8 <sup>TH</sup> GRADE).....	44
<b>ADDENDUM C .....</b>	<b>45</b>
ASBESTOS INFORMATION LETTER.....	45
<b>2018 – 2019 SBS ACKNOWLEDGMENT FORM.....</b>	<b>46</b>

# I. Introduction

## ***History of St. Bernard School***

St. Bernard School was established in 1891 by the Sisters of Perpetual Adoration (later to become known as the Sisters of the Most Holy Sacrament) who were invited to Breaux Bridge by Reverend Antoine Borias. Many students attended the school until they celebrated the sacrament of Confirmation and then transferred to an accredited high school for graduation in order to be able to go to college. In the year 1921, the school became accredited, allowing students to complete their education at St. Bernard School. The school produced many fine students who went on to become leaders in the community. Included among these students was Jules Jeanmard, who later served the Diocese of Lafayette as its first bishop.

Housed in different buildings since its beginning, the school's current structure was erected in 1958. St. Bernard School served the community of Breaux Bridge and the surrounding areas for several years. However, declining numbers of religious serving the school made it difficult for the school to survive financially. The high school closed its doors in 1966 and the elementary school was closed in 1971.

Dedicated parents and alumni never gave up on the idea of providing a quality Catholic education for the students of the community. As a result of their determination and three years of organizational meetings, St. Bernard School reopened its doors in 1982 as a K-5 school with an enrollment of 190 students. Among those who labored in this effort was Rene' Calais, who served as principal from 1982 - 1991. Under his leadership, St. Bernard grew to a K-8 school with a new junior high building added and dedicated to him on May 17, 1990. Since its reopening, St. Bernard School has been the proud recipient of many prestigious awards, including the St. Elizabeth Seton Award in 1983 and the national honor of a U. S. Exemplary School in 1988.

Mr. J. Carrol Mouton served the students of St. Bernard school as their principal from 1991 – 1993. The school continued to thrive and many new families joined the St. Bernard School family. Former principal L. Keith Bartlett spent five years (1993 - 1998) at St. Bernard School. In this time, he was instrumental in establishing a Pre-Kindergarten Program (1995) as well as Annual Science Symposiums and a cultural arts series, "Baggin' on the Bayou." In July 1994, St. Bernard School was selected to attend New Frontiers at the University of Dayton. Jeannine Menard served St. Bernard School as principal from July 1998 through May 2005. St. Bernard School continued to thrive under her direction and leadership. A second Pre-Kindergarten class was added in 1999. Mrs. Menard was voted "Administrator of the Year" and the school received the distinction of being named the Acadiana Reading Council's School of the Year for 1998-1999.

The 2004 - 2005 school year was the first-year students and teachers were in classrooms in our new Pre-K building, the Sidonie Thevenet Morgan Early Learning Center. In the spring of 2005, the new Anna Belle T. Huval Memorial Library opened. This beautiful building is truly a treasure. Bill Butcher was the Interim principal for St. Bernard School for the 2005 - 2006 school year. The school's enrollment included two sections of Pre-K, three sections of kindergarten and two sections of first through eighth grades. Mr. Butcher is also credited to beginning a Jr. Beta Honors Club here at St. Bernard School which saw a membership of over 60 sixth through eighth graders in its first year. The 2006 – 2009 school years welcomed Glen Breaux as principal. He came to St. Bernard School with over three decades of administrative experience within St. Martin Parish. Mr. Breaux brought his experience in brain research and passion for professional development to the students and staff of St. Bernard to take the school to the next level. Robin Couvillon, principal for the 2009 – 2010 school year, is credited for supporting the revival of the Annual Fall Festival, implementing the Family Service Hours Program, and for launching the school-wide RenWeb software program.

Ray Latiolais joined us in July 2010. He was child-focused, curriculum-driven, and most of all, spiritually attentive. During his first year at SBS, he helped create a parent spiritual group, sought over \$354,100 in grant funds, and monitored the improvement of test scores. John Paul Masterson, current principal, began in June 2017. He came to St. Bernard School from Cordova, TN where he taught theology and served as Dean of Students at St. Benedict at Auburndale High School. He has undergraduate



degrees in Mathematics from Christian Brothers University and Philosophy and Theological Studies from St. Joseph Seminary College. Mr. Masterson holds a Master of Arts in Theological Studies from St. Meinrad School of Theology.

We have many exciting programs and events that involve the community. We have annual Passion, Advent, and Christmas plays, as well as an annual spring Musical Production. We continue to offer the arts to our students through our cultural arts program. St. Bernard School continues to succeed with the assistance of parents, faculty, alumni, and our community support.

For the past 35 years, the St. Bernard School Foundation has helped the security of St. Bernard's legacy. Through generous donations and grants, community involvement, parental support, a dedicated church pastor, and a hardworking and caring staff, St. Bernard School faces a very bright future. We thank you for selecting a Catholic education for your children and for choosing to become a member of the St. Bernard Catholic School family.

## ***St. Bernard of Clairvaux***

This title of "Doctor" is conferred on a very few Saints who have made outstanding scholarly contributions to the church and to society. This is an honor bestowed on a person after his death when their works are studied in depth. St. Bernard was declared a Doctor of the Church by Pope Pius VIII in 1830.

St. Bernard was born in 1090 in France. He was ordained a priest and he helped restore a religious order, the Cistercians. After he helped reform and nurture the dying monastery, the valley of Wormwood, in which the monastery was located, was re-named "Clairvaux", its name to this day, means valley of light.

St. Bernard is best known for being a mediator and arbitrator. He is said to have even advised the Holy Father on important matters. He was often called away from his monastery to counsel disagreeing factions. He was known to be an eloquent preacher throughout Europe. In fact, he was asked to travel throughout the continent to spread word of the Second Crusade. This, however, was not an issue dear to his heart. However, he obeyed, and later blamed himself when all did not go well with this endeavor.

His devotion to the Blessed Virgin Mary is well-known, and our school prayer, the Memorare, is ascribed to St. Bernard. He is often referred to as the "Man of the Year for the 12th Century" and his feast day is celebrated on August 20th. St. Bernard is known as the "Honeysweet Doctor" because he was so courteous and well-mannered. We can surely emulate him by taking the time and thought to practice politeness to our brothers and sisters around us.

### **The Memorare**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, and sought your intercession, was left unaided. Inspired with this confidence, I fly to you, O Virgin of Virgins, my Mother. To you I come, before you I stand sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in your mercy, hear and answer me. Amen.

## **II. Mission and Philosophy**

### ***Diocesan Schools' Mission Statement***

The mission of the schools in the Diocese of Lafayette is to engage our school/center communities in creating a quality education within a Catholic environment that fosters the current and future development of the whole child.

## ***St. Bernard School Mission Statement***

St. Bernard School, using a progressive curriculum and ever-changing technology, is committed to challenging all to maximize their individual gifts, promoting self-esteem, and embracing the call to be Christ-like.

### **Vision**

St. Bernard School will be the foundation for children to become successful, productive citizens who exemplify Christ.

## ***Statement of Philosophy***

We follow the mandate of Christ to "to teach all people." To this end, the entire staff of St. Bernard School makes a concerted effort to educate the whole person. Realizing that each student is unique, the staff endeavors to foster Christ-centered values, a positive self-image, and a sense of justice toward all in both adults and students.

While striving to maximize the gifts of each individual, the staff encourages each one to take responsibility for their personal actions. A sense of mission at home and abroad is fostered by providing opportunities for service.

The school continually recognizes that parents are the primary educators and seeks to establish and maintain good communication among staff members, students, and their families.

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

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

### **RELIGIOUS EDUCATION GOAL**

We strive to foster a Roman Catholic education in which faith is shared by teachers, students, and parents. We endeavor to help each student to achieve a personal relationship with Christ, to provide opportunities for personal and communal prayer, and to involve the students in the liturgy. Further, we seek to instill within the students a sense of mission and concern for others and to afford them the opportunities to express this through service to the school, church, local community and worldwide community.

### **INTELLECTUAL GOAL**

We wish to foster literacy, creativity, independent thinking, appreciation of the arts, and knowledge of historical, scientific, and mathematical facts to enable each student to reach his fullest potential. Also, we want to provide the student with information, skills and experiences that will prepare the student to contribute to society.

**MORAL GOAL**

We endeavor to guide the student to develop a sense of values such as truthfulness, love, and respect for self and others, and to develop a sense of integrity and personal worth.

**SOCIAL GOAL**

We strive to prepare each student to live a satisfying and fruitful life by providing opportunities for the student to promote social responsibility, to develop an attitude of justice with respect to the rights of others, to instill self-confidence, to encourage a positive self-image and to provide the opportunity to develop within the self a sense of value.

**PHYSICAL GOAL**

We intend to develop a physical education program that contributes to the student's total growth through physical activity and knowledge of nutrition, hygiene and safety skills.

**III. Governance**

***Approval and Oversight***

St. Bernard School is approved by the Louisiana State Department of Education and the Diocese of Lafayette. St. Bernard School is governed by the pastor of St. Bernard Church and the principal at the discretion of the pastor. The principal implements policy, employs, and supervises the faculty and staff.

***Advisory Council***

The St. Bernard School advisory council, consisting of eight elected members, the pastors of St. Bernard Church and St. Francis of Assisi Church, a pastoral appointee from each parish and the principal, assists in the governance of the school through an advisory role to the principal and Pastor. The principal and pastors are non-voting members. The St. Bernard Advisory Council's responsibility is to recommend the hiring of the principal to the pastor of St. Bernard and Superintendent of Schools. The principal implements policy, employs, and supervises the faculty and staff.

Individuals wishing to place items on the agenda must submit their information to the Advisory Chair at least ten (10) days prior to the meeting. All grievances must follow the grievance procedures. Upon receipt of such a request, including a brief description of topic to be discussed, the chairperson shall contact the vice-chairperson and principal. It shall require an affirmative of two of that group (chairperson, vice-chairperson, principal) to approve such a request.

St. Bernard Advisory Council meetings are held 6:00 p.m. (unless otherwise scheduled).

**Meeting dates for 2019-2020 school year: September 17; November 19; January 21; March 17**

<b><u>2018-2019 Executive Council Members</u></b>		
<b><u>Vice-Chairperson</u></b>	<b><u>Chairperson</u></b>	<b><u>Secretary</u></b>
Lori Gauthier <i>Development Committee Co-chair</i>	Dr. Corey Bergeron <a href="mailto:coreydd1@yahoo.com">coreydd1@yahoo.com</a> <i>Facilities Committee Chair</i>	Davilynn Comb <i>Curriculum Committee Chair</i>
Angel LeBlanc <i>Development Committee Co-chair</i>	Nick Gonzales <i>Athletics Committee Chair</i>	Latifey LaFleur <i>Technology Committee Chair</i>
John Soileau <i>Christian Formation Chair</i>	Brandon Varisco <i>Finance Committee Chair</i>	

The structure, specific duties, and operating procedures are outlined and established via the *Constitution and By-Laws of the St. Bernard Advisory Council*.

## IV. School Safety

### ***Safe Environment Program***

Diocesan policy mandates that any employee or volunteer having contact with minors must complete training required by the “Safe Environment for the Protection of Children and Young People.” This includes teachers, coaches, substitutes, volunteers, chaperones, or anyone else having contact or working with the students. Once an employee has attended the Initial Education class, they must visit [www.virtus.org](http://www.virtus.org) to take the Continuing Ed class on a yearly basis. This program creates awareness regarding child and sexual abuse facing our society today. For the safety of our students, please help us to enforce this policy. Please contact the SBS Safe Environment Coordinator with any questions.

### ***Child Abuse Laws***

St. Bernard Catholic School abides by the Child Abuse laws of the State of Louisiana. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. In some cases law enforcement may be called directly.

### ***School Campus***

The St. Bernard School campus is comprised of the church parish-owned property that surrounds the school and parish church buildings, including the area between St. Bernard Drive and Bayou Teche. While portions of the campus are restricted to students without adult supervision, all areas of the campus are available for teacher and student use without the specific written permission of the parents.

### ***Cameras***

St. Bernard School uses cameras to monitor all activities on campus. Information obtained from the cameras will be used with the proper authorities regarding any suspicious activities.

### ***School Visitors***

**All visitors to the school, including parents of students, must proceed directly to the office to obtain a visitor’s badge.**  
Exceptions are:

1. Parents attending a scheduled assembly or program.
2. Parents attending a scheduled committee meeting.

Since the library is the hub of instruction for a school, please do not visit the library before or after school without a specific purpose and without obtaining a visitor’s badge. Please schedule meetings with your child’s teacher. Interruption of instructional time is prohibited. Due to the distractibility of students, observation of classes is not permitted.

Liturgical celebrations, most assemblies, and special events are open to parents and friends.

### ***Identification***

#### **Car Poster**

All cars must have the student’s first and last name clearly displayed in the front windshield on the passenger’s side of the car. (See the “*Transportation and Attendance*” section for more details)

### **Identification Cards**

All St. Bernard students and staff are issued picture identification cards early in the school year. (See the “Student Regulations” section for further details)

### **Photo Release Forms**

St. Bernard School may publish your child’s photograph in various school-related publications. Parents do have the option of opting out of the use of their student’s picture. Parents are given this opportunity through the (re)registration process each year.

### **Medications/Controlled Substances**

**Students are not permitted to have medication in their possession while on school campus. Medication must be brought to the office by the parent. Discipline measures will be taken for any student possessing any form of medication on campus. (See the “Medications” section for more details)**

For details on the other controlled substance, see the “Substance Abuse Policy” section.

## **Emergencies**

### **Emergency Closure of School**

In the event of inclement weather conditions, St. Bernard School will make independent decisions on school closures. Parents will be notified via the school website, email, and by local radio and television. As Diocesan policy dictates, St. Bernard administration will contact the Office of Catholic Schools for the Diocese of Lafayette and will notify them of the school closure. The Office of Catholic Schools will assist in notifying local radio and news sources for them to advertise publicly. **St. Bernard School will NOT necessarily follow the St. Martin Parish School District. It is not necessary to call the school office for verification.**

### **School Evacuation**

In the event any or all school buildings are deemed unsafe due to fire, weather conditions, bomb or similar threat, all persons shall be evacuated in an orderly manner. Students must remain with the teacher to which they have been assigned at all times. The principal shall coordinate the evacuation of the school and act as liaison to any police, fire, or other emergency response team on school grounds.

In the event the school is deemed unsafe following an evacuation, St. Bernard Church/St. Francis Church and grounds shall serve as emergency shelter for all students until transportation home is arranged. Members of the faculty will remain on duty until all students have been picked up by an authorized adult.

### **Disaster Drills**

To ensure the orderly and safe evacuation of school buildings in emergency situations, regular disaster drills are necessary. Emergency evacuation routes are posted near the doors in all the rooms. All disaster drills are to be treated seriously; no inappropriate behavior will be tolerated.

In the case of fire drills, after the emergency signal is sounded, students are immediately to leave all buildings without running, shoving, or talking. The teacher is to be the last one out of the room and is to close the door after all have left the room. Students are to remain silent in the holding areas while awaiting further instructions.

In the case of tornado drills or hostile intruder, students are to move in silence to designated areas away from doors and windows.

### **Crisis Plan**

The St. Bernard School staff has specific plans and instructions to follow in the event of fire, severe weather, bomb threats or a hostile intruder. In the case of a crisis on our school campus, parents are to report to the St. Francis Church Community Center located at 610 N. Main Street. This will be our "Parent Information Center." Father Garrett McIntyre will be our spokesperson providing information to parents at that location. The administration will be in direct contact with the pastor only. Parents may not come to or call the school. Phone lines and roads need to remain open for emergency personnel.

The school will contact you if your child is injured. Father Garrett McIntyre will let parents know when and where to pick up their children. Only guardians listed on the emergency forms will be allowed to check out children. Regardless of dismissal location, normal check out procedures will apply.

## **V. Admissions Policy**

### ***Nondiscriminatory Policy***

St. Bernard Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

### ***Title IX***

St. Bernard Catholic School adheres to the tenets of Title IX:

"No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

### ***Admission Policies and Priorities***

St. Bernard School strives to provide its students with both a love for the Christian teachings to which they are baptized and a rigorous academic program of excellence. Every applicant to St. Bernard School deserves serious consideration for acceptance to participate in our Catholic Education. However, school administration and the admission staff, out of a sense of justice, have a duty to accept new students who demonstrate the ability and desire to be successful while at SBS and adhere to its program of studies.

The school will utilize various means to evaluate a potential student's eligibility for acceptance. These will include, but are not limited to, past and current report cards, standardized test scores, behavioral considerations, and a priority ranking as described by the "Admission Priority." Perspective families are also asked to provide verification of parish affiliation/stewardship, health records, Birth Certificate (original), Baptismal Certificate, and any record of IEP. In addition, school administration and the admissions staff take both the parents and student's desire for a Catholic education under careful consideration along with the commitment of the family to fully engage in the culture and programs of the school. Any non-Catholic applicants must undergo the same admissions process, but will be accepted on a space available basis.

An interview and/or testing process may be a part of the admissions process. Such meetings will be set-up by the admissions staff with the perspective family and will typically be conducted on campus.

New students will be given a period in which to prove himself/herself both socially and academically. If during this trial period the student fails to exhibit acceptable, appropriate behavior and/or satisfactory academic achievement, they may be asked to withdraw and will not be able to continue their education at St. Bernard School.

Children entering Pre-kindergarten must be four (4) years of age by September 30<sup>th</sup> of that school year. Children entering Kindergarten must be five (5) years of age by September 30<sup>th</sup> of that school year.

### **Admissions Priorities**

Should the number of applications for enrollment exceed the maximum class sizes, the school will adhere to the following priorities of admittance when accepting students. (This priority list shall apply to all grades including Pre-Kindergarten)

As openings become available, the following priorities will be used to accept students to St. Bernard Catholic School:

1. Siblings of presently enrolled students at St. Bernard,
2. Siblings of those students who have graduated from St. Bernard School,
3. Children of faculty members,
4. Children of St. Bernard School Alumni,
5. Members of St. Bernard Parish,
6. Members of other parishes,
7. Non-Catholic students

### **Readmit Process**

If a student is asked to leave St. Bernard School because of academic or disciplinary problems, the student and their family may reapply for admission after one calendar year. Readmission may be permitted by school administration at an earlier time on case-by-case basis.

If a student leaves for other reasons, readmission will be contingent on available space at the time the family wishes to be readmitted into St. Bernard School. The student must then follow prescribed admission procedures.

Previous reasons for dismissal or withdrawal can be brought into consideration by the school administration when determining re-acceptance into school.

## **VI. Finances, Tuition, and Fees**

### **Registration and Tuition**

Registration fees are established by school administration with approval from the advisory council and must be paid at the time of enrollment via the RenWeb/FACTS system. Registrations fees for re-enrolled students will be billed through RenWeb/FACTS on February 15<sup>th</sup>. Registration is not complete until fees are paid. **A late fee of \$100 will be assessed for all late registrants. Registration, technology, and building and maintenance fees are non-refundable.**

A supply fee will be assessed at the beginning of each school year. **All supply fees are non-refundable.**

Tuition costs are established by school administration with the approval of the advisory council. **Tuition is refundable on a prorated basis. Withdrawal prior to the midterm will be assessed a penalty of \$250.** There are two options for tuition payments: a single lump sum or monthly instalments. For the lump sum payment option, the parent/payer will be billed monthly through RenWeb/FACTS for all "other" charges - i.e. field trips, *Crusader Shop* purchases, Athletic Registration/Fees, club dues, etc. The monthly instalment(s) begin July 15<sup>th</sup>. Subsequent monthly tuition and/or fee payments will be draft on the fifteenth (15<sup>th</sup>) of each month. **Parent(s)/Payer(s) will incur a service fee of 3.75% of all payments for credit and debit card transactions. A NSF fee of \$35.00 will be charged on all checks/drafts returned to the school for insufficient funds.**

All financial obligations must be met for a student to participate in any extracurricular activities.

### **Delinquent Accounts**

Parent(s)/Payer(s) who experience an unexpected major financial setback are urged to contact the school Business Office and the principal to discuss this matter before any accounts become delinquent. The school will make every effort to work with the Parent(s)/Payer(s) experiencing unforeseen financial hardships as soon as "Good Faith" has been established. However, administration reserves the right to take whatever action it deems necessary to keep all accounts current.

Tuition and/or fees are considered late after the 20<sup>th</sup> day of the month. At that time, a statement from the school and request for payment will be sent. An automatic \$20.00 late fee may be assessed by St. Bernard School to any delinquent account. If the Payer/Parent does not act in "good faith" to resolve the delinquent account, the student will not be allowed to participate in any extracurricular events.

If the Parent/Payer does not contact the school after having a delinquent account and tuition and/or fees are thirty (30) days delinquent, school administration will send correspondence indicating possible consequences. Delinquent accounts that are forty-five (45) days delinquent will be contacted by school administration again and will be turned over to a collection agency. If an outstanding balance exists at the end of the academic year, the student(s) will not be allowed to re-enter or to register for a new school year. By bringing all accounts current the student will be considered for readmission to St. Bernard School.

### ***Financial Assistance***

A limited amount of financial assistance is awarded to deserving families in severe financial need. Applications are available through the Business Office. Completed requests for aid applications are due by April 15<sup>th</sup>. Applications must be renewed annually. If an outstanding balance exists at the end of the school year, parents are not eligible for financial assistance.

### ***Withdrawal***

In the event of a withdrawal, all records will be held until all outstanding fees and/or charges are paid in full. Students who transfer to another school during the academic term are to notify the school. A \$250 penalty fee will be assessed to anyone withdrawing prior to mid-term.

Admissions staff will circulate a withdrawal notice and ensure:

1. All textbooks and school materials have been returned
2. All library books have been returned and/or accounts are up-to-date
3. All cafeteria charges are collected, and
4. All outstanding tuition and/or fees are paid in full.

Once verification has been obtained, cumulative records of students will be released – *all accounts must be cleared.*

## **VII. Operating Procedures**

### ***Daily Operations***

#### **School/Office Hours**

The start of the instructional day begins at 7:45 a.m. Parents are requested to have children present by that time. At 7:40 a.m. the first bell will ring for students to begin transitioning to class. The school gates open at 7:05 a.m. Academic instruction begins at 7:45 a.m. and ends at 3:00 p.m. Duty teachers are at assigned positions beginning at 7:05 a.m.

The office is open from 7:05 a.m. - 3:30 p.m. on weekdays during the school year except during the school holidays. The school office operates under an augmented summer schedule each year which is published in the spring of each year.



## Student Records

St. Bernard Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act of 1974) regarding access to student records. Students requesting records, transcripts, and/or recommendations must make a five school-day request to the school office. All forms should be submitted to the St. Bernard Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. **Note: if tuition and fees are not paid, records will be withheld.**

## Lost Articles

All items found on the school grounds are taken to lost and found in the administrative office. Many items are unclaimed each year. Please mark your child's possessions so they can be returned when found. Lost articles are stored for a limited time after which the items will be given to charity or donated to our SWAP SHOP and/or a local charity.

## End of the Day Calls/Messages

To ensure that all messages are provided to students, the office must receive messages by 2:15 p.m.

## ***Transportation***

### Arrival

Students are expected to be present for the start of classes by 7:45 a.m. but should not arrive earlier than 7:05 a.m. There is no teacher on duty before this time. Please make other arrangements if care is needed before 7:05 a.m. **Students may be dropped off at the bus port via vehicle only. Students who walk to school will enter via the main double gate at the front of campus on Bridge Street.** Upon arrival, they are to be seated under the bus port. During inclement weather, students are to report directly to the gym. Please note that students may not be dropped off before 7:05 a.m.

Students arriving before 7:05 am must be registered in Before School Care. For more information, see Before/After-Care under the Parents Section on the school website.

### Dismissal Procedures

Dismissal is at 3:00 p.m. **All car and bus riders must report directly to the bus port. Walkers will be escorted by a duty teacher to the main double gate at the front of campus on Bridge Street. Walkers must be picked up by 3:10 p.m.** All walkers who are not picked up by 3:10 p.m. will be escorted to the bus port and must be picked up in the car rider line.

To increase student safety, walkers must proceed to their afternoon destination without loitering at area businesses.

Students participating in extracurricular activities on school grounds after school hours must arrange transportation to coincide with the start and the dismissal of the activity. A student's right to participate in an extracurricular activity may be suspended by school administration if a student's transportation arrangements cause him to be habitually left on school grounds before or after the extracurricular activity. Students may not use the telephone to change their afternoon arrangements. Students may not loiter on school grounds after school hours. Students not picked up by 3:30 p.m. are sent to After-Care and the parent is charged the daily drop-in rate.

All cars must have the student's first and last name clearly displayed in the front windshield on the passenger's side of the car. There is one area for morning drop-off and afternoon pick-up: the bus port drive by the Library. Please use the assigned area throughout the year.

Parents are asked to pay close attention during the dismissal process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty. All vehicles must turn right onto Bridge Street after pick-up or drop-off.

It is the responsibility of the parent to contact the office and after school care when a child is absent, leaves school early, or needs other dismissal arrangements to be made. Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

### **Transportation by Automobile or Bicycle**

For the safety of all children, vehicles are expected to enter from Main Street onto St. Bernard Drive and exit to the right on Bridge Street. Students must exit the car on the passenger side of the vehicle. Additionally, the Church parking lot behind the main classroom building is not to be used for dropping students off or picking them up.

Buses have the right of way at all times due to the tight schedules the drivers must keep. Please allow them this courtesy.

Students arriving by bicycle are to enter school through the main double gate at the front of school on Bridge Street. They will dismount their bicycles and walk them to assigned areas and place them in the bike rack. Students are to lock bicycles securely in place. While supervision is provided, the school is not responsible for bicycles brought onto campus.

### **Transportation by Bus**

**All policies, rules, and regulations of St. Bernard School apply while on board the bus and at the bus stop.**

Bus riders must line up in the area designated for them. Students must wait until the bus has come to a complete STOP before boarding/exiting the bus. They must always cross IN FRONT of the bus should the need arise.

The bus driver may make and enforce rules for the safe and proper operation of the bus and to ensure the safety of its passengers. Parents and students share the responsibility of becoming familiar with all bus rules and adhering to them. Any student violating school or bus policies shall be referred to the principal and may have his bus rights suspended. Students who miss their bus in the afternoon shall not walk home. They must report to the office immediately to call a parent to make transportation arrangements.

All bus riding arrangements are the responsibility of the parent. Parents must contact St. Martin Parish Schools to determine which bus the student rides along with pick up times.

All bus schedules and regulations are governed by St. Martin Parish Schools which offers its services free of charge to St. Bernard Students. However, the St. Martin Parish Schools does not necessarily follow the same daily schedule as St. Bernard School. Thus, it is the responsibility of the student and parent(s) to ensure that students arrive on time for school each day. The school day begins at 7:45 a.m., at which time attendance will be sent to the front office. Any student not present at this time is considered tardy or absent. If, for some reason, the bussing schedule prohibits a St. Bernard Student from arriving on time to school, it is the responsibility of the student and parent(s) to make other arrangements to ensure the students prompt attendance.

### ***Attendance***

Students are expected to attend school every day through the full one hundred seventy-eight (178) day school term.

Absences for any reason will disqualify a student from receiving perfect attendance recognition. Students must be present a minimum of one hundred sixty-three (163) days to be eligible to receive credit for courses taken. **Any student absent fifteen (15) days or more, whether excused or unexcused, regardless of academic average, may have to repeat the grade due**

**to insufficient attendance.** Exceptions are allowed in the event of chronic or extended personal illness with a physician's written statement.

**Course work can be made up only if the absence is excused.** Absences may be excused if a written excuse from parent or physician is submitted after an absence due to medical reasons or death in the family. The documentation must be received within three (3) days of the student's return to school. Absences for out-of-town trips or for reasons other than medical or funeral are excused only when the student's teachers are informed in writing with administrative approval in advance of the absence. The student must make up all work missed according to the directions of the teacher(s).

The principal may deny a request for an excused absence if the student is doing poor academic work, if the student is causing behavior problems, or if the absence will occur at an inappropriate time during the school year.

Students are required to attend retreats, field trips, and any other educational experiences conducted for their grade level. Should a student be absent from any of these requirements, the assistant principal will require the student to participate in a comparable experience.

### **Tardiness**

School begins at 7:45 a.m. and it is expected that all students will be present by that time.

Students who are not in their classrooms by 7:45 a.m. are considered tardy. Parents of tardy students are to escort their child to the office and sign him/her in. The child must present a tardy slip to the teacher. **Three (3) tardies constitutes a half-day (½) absent. Six (6) tardies constitute a one (1) day absent. One tardy or early check-out disqualifies one from perfect attendance recognition.**

Students who miss less than two (2) hours of the school day are considered tardy. Missing two (2) hours to three-and-half (3 ½) hours is considered a half-day (½) absence and missing more than three-and-half hours (3½) of the day is considered a full day absence.

**Any work missed during a period of unexcused tardiness may not be made up for credit.** Further, a tardy or check-out disqualifies one from perfect attendance recognition.

### **Student Check-out**

**Students leaving school early will be marked tardy.** Students who must leave the campus during the school day for illness or other reasons are to check-out through the administrative office. It is the responsibility of the student obtain any classwork and/or homework assigned after the check-out

Any parent who needs to pick up a child before the scheduled dismissal must properly sign the student out of school in the office. Upon the parent's arrival, office personnel will call the student to the office to meet the parent. Any parent authorizing another individual to pick up a student must notify the office personnel of the authorization in writing or by phone in the event of an emergency. Students will not be allowed to leave the school with an unauthorized person.

## ***Student Regulations***

### **Before-School and After-School Activities**

Our campus is bordered by the Bayou Teche and a very busy street. For this and liability reasons, students are not allowed outside of the gym for athletic events or any after school events without adult supervision. Signs are posted at the gym entrances stating this policy. A parent or guardian must accompany any child attending any activity before or after school hours. No child

may just be dropped off at the gates. No students will be allowed to "wait for their ride" outside on the benches unsupervised. A SBS representative will escort any unattended students found outside to the director of the given event.

### **Returning to School after Dismissal**

Students are not permitted to return to the school building after the 3:00 p.m. dismissal unless accompanied by a teacher. Students, who choose to return to school after 3:00 p.m. without a teacher, may face a consequence.

### **Emergency Information**

Parents must provide school officials with information listing the parent's home and business addresses and telephone numbers or additional information to be used if a parent cannot be reached at either of these places. In addition, the names and telephone numbers of one or two persons who have agreed to assume responsibility when the parents cannot be reached must also be provided. This information must be kept up to date on RenWeb. This information is kept on file in the school office and must always be current.

### **Identification Cards**

All St. Bernard students and staff are issued picture identification cards early in the school year. On each identification card is a bar code used to record items checked out of the school library and meals purchased in the school cafeteria. Every student on campus is to wear the ID throughout the day and to leave it in the classroom before departing at dismissal time. Students are not to deface the ID or wear it in a place other than the uniform shirt collar. Lost or defaced cards must be replaced by students at a cost of \$5. A conduct mark may be issued on a daily basis until replacement fee is paid.

### **Telephone Calls**

Children will not be allowed to use the phone for any forgotten work or permission slips. After school arrangements cannot be made by the student. Parents must contact the school to change any arrangements. In order to avoid numerous interruptions of classes, students will be called to the telephone for reasons of extreme emergency only. Written permission for student use of the telephone must be obtained from a teacher. This permission will be granted only for serious reasons.

In case of separation or divorce, a child is released to either parent unless court orders provide specific custody arrangements. The school will comply with any court order regarding a child once the court records are filed in the administrative office.

### **Treatment of School Property**

Textbooks and library books are on loan to students who assume full responsibility for the careful use of these materials. If students tear, damage, or ruin a book in any way, they are held responsible. Students who lose textbooks/library books are required to pay replacement costs. If the book is later found, 50% of the payment is refunded. Students may be assessed for damage to books if the book's "life" is lessened. If the full replacement charge is not assessed, the school retains the book.

Writing on or scarring desks, walls, or any other school property will not be tolerated. Property damaged or destroyed, either willfully or through negligence, will be replaced or repaired at the expense of the person responsible.

### **Lockers**

Each Jr. High student is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. **The school reserves the right to inspect lockers at any time.**

### **Personal Items/Gifts**

Items brought to school for "show and tell" are to be left in classrooms and not taken out at recess times. Unauthorized objects will be confiscated. Selling, lending, borrowing or exchanging of money or articles among students on the school grounds is prohibited.

Children may **not** receive gifts (i.e. flowers, balloons, etc.) at school. Delivery of items such as these poses problems in class and especially at dismissal time.

### **Class Celebrations**

Throughout the year there are various school-sponsored celebrations. As a rule, the school reserves the right to make any necessary policies or rules to govern these activities. Students shall not exchange gifts during any celebration.

At the conclusion of the fall semester, students and teachers may be given the opportunity to hold Christmas celebrations within their homerooms. Valentine's Day parties may be held for grades Pre-K through 4. **Birthday treats may be brought to school for students in Pre-K through 1<sup>st</sup> grade only if prior permission and arrangements are made with the teacher.** All celebrations must be approved by the administration.

### **Parent to Parent Communication**

Notes sent home by parents to other parents require administrative approval. Party invitations may only be distributed via SBS when the entire class is invited.

### **Medical Policy**

The importance of daily school attendance is stressed; however, no child should report to school if his/her temperature is elevated, if he/she has an unexplained rash, or if he/she exhibits any obvious sign of illness.

### **Health Records**

State law requires that all children enrolled in school be immunized and that proof of this immunization be on record in the school office. Every student attending St. Bernard must have a health record provided by the Parish Health Department or a physician on file in the school office. All health records must be up-to-date and on file in the school office by the first day of school. Children will not be permitted to remain in school if these records are not provided.

### **Medication**

Students are not permitted to have medication in their possession while on school campus. Medication must be brought to the office by the parent. Discipline measures will be taken for any student possessing any form of medication on campus.

**Any student requiring prescription medication during school hours must comply with the following procedure:**

***A Medication Form, found on the school website, needs to be completed & signed by a physician and turned into the front office.***

- 1. Written orders from a physician detailing the name of the drug; dosage, time intervals at which medication is to be taken, duration of treatment must accompany a written request from the parent for school personnel to administer the medication;**
- 2. Medication must be brought to the office by the parent; and**
- 3. Medication must be in a container appropriately labeled by the pharmacy or the physician**

**Any student requiring over-the-counter medication (Ex: Tylenol, aspirin, cough syrup, cough drops, etc.) during school hours must comply with the following procedure:**

- 1. A release form (found on the Parent Page of the school website) signed by the student's physician must be on file in the school office clearly indicating which over-the-counter medications the student may take OR written orders from the physician for a specific medication to be taken during a specific time period;**
- 2. A written request from the parent for school personnel to administer the medication;**
- 3. Medication must be brought to the office by the parent; and**
- 4. All over-the-counter medication must be in its original packaging and labeled with the student's name, time intervals at which medication is to be taken and duration of treatment.**

**Students are not permitted to have medication in their possession while on school campus. Medication must be brought to the office by the parent. Discipline measures will be taken for any student possessing any form of medication on campus.**

### **Head Lice**

Occasionally outbreaks of head lice occur in all schools. When St. Bernard officials learn of such an occurrence, all students in the grade level where the case is reported are screened privately for the condition. Parents of students at that grade level are alerted and asked to check other family members. Students found to be infected are sent home to receive treatment. Before being readmitted, the student must be checked by a family physician or the designated person with St. Bernard School. If a health care official checks the child and finds the hair to be free of lice or the nits a re-admit slip will be issued for return to school. The parent must accompany the student back to school where the child will be readmitted when lice/nit-free status is verified.

### **Fever**

A student must be fever free for 24 hours before sending them to school after an illness. A fever is defined as a temperature over 99.0°.

## **VIII. Academic Program**

The academic curriculum at St. Bernard School is designed to challenge students to develop critical thinking, basic skills, and concepts necessary for knowledge and understanding of a particular subject. A variety of textbooks, supplementary materials, and technology are used in order to make learning meaningful for the student.

### ***Religious Education Program***

The religious education program at St. Bernard School encompasses three elements: the Message revealed by God which the Church proclaims (doctrine), fellowship in the life of the Holy Spirit (community), and service to the Christian community and to the human community (service).

The religious education program presents to the students an authentic statement of the teachings and practices of the Catholic Church. This is accomplished by presenting lessons planned in keeping with the religion syllabus developed by the Diocesan Office of Religious Education and the National Catechetical Directory in the formal religious instruction of the students. All students at all grade levels, including non-Catholics, are required to take and successfully complete prescribed religious education courses.

The religious education curriculum for students in Grade 7 includes a unit on human sexuality presented in the context of Catholic family life. This instruction is provided to students only if their parents give permission.

Students are given the opportunity to participate in various liturgical celebrations, both Eucharistic and para-liturgical, on a regular weekly basis. Parents and community members are encouraged to join students in their worship services.

### ***Sacramental Program***

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Bernard Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

## ***Service Projects***

The purpose of this Service Projects program is to provide students with the opportunity to make a difference in our church and surrounding communities through various service and support programs. The religious administrator will include each grade in a pre-planned service project. A parent coordinator may be assigned to assist the teacher and oversee the organization and participation of each project. All grades will be assigned or will choose a specific area of stewardship emphasis. Areas of stewardship will include organizing events directed towards helping other children, the sick and elderly of our community, and the hungry and homeless.

## ***Academic Program Overview***

### **Section Assignments**

Much consideration goes into the placement of students in a particular teacher's classroom. Teachers and administrators make the decisions based upon academic performance and personality. Parents are encouraged to provide information to school officials that will be helpful in the placement process but are not permitted to request specific teachers.

### **Reports of Student Progress**

Teachers and parents share the responsibility for regular communication concerning a child's performance in the classroom. Class work and test papers are sent home on the second school day of each week for parent review and signature. Parents of students in grades 1-8 will be able to check their child's grades on the RenWeb with an individualized password. Parents are encouraged to contact the teacher for clarification or to discuss areas of concern. Teachers are expected to maintain close contact with parents when a student is not working up to expectations. If a breakdown in communication occurs, the assistant principal should be contacted.

### **Mid-quarter Progress Reports**

Midway through each nine-week grading period, students are issued mid-quarter progress reports via RenWeb. These reports give parents an indication of the child's performance to that point. This communication serves to illustrate to the parents where a student needs support. Please be aware that grades may change from mid-point to the end of the nine weeks grading period. Open communication with the teacher is advised.

### **Report Cards**

Following the completion of the first quarter, checklists are distributed to parents of students in grades PK-K at parent-teacher conferences. Parents of students in PK-K review portfolios of student work at conferences. At the end of the first, second and third quarters, report cards will be emailed; fourth quarter report cards are mailed to the student's homes. The date of distribution is indicated on the official school calendar.

### **Home-School Communication**

In order to insure that all communication from school reaches home in a timely manner, St. Bernard School uses a Tuesday folder system. All correspondences are sent home on the second day of each week in a brown folder and/or electronically, and the brown folder should be returned within two days. Official school-wide communications are sent with the youngest or only child. In the event of an emergency, parents will be notified via email.

### **Conferences**

Parent-teacher conferences are scheduled after the first nine weeks of school. At these conferences, teachers dialogue with parents about the student's performance in the classroom and other issues of importance. Additionally, parents, teachers, administrators, and/or students may request a conference at any time during the year to discuss any issue of concern. Conferences must take place during non-instructional sections of the school day. The recommended procedure to contact a member of the staff is to email the teacher or call the office at (337)332-5350 to leave a message with the receptionist or on voicemail asking for the teacher to return the call. If the call is not returned within 24 hours, contact the assistant principal.

## Grades

Pre-Kindergarten and Kindergarten success will be measured through the use of a specially devised and developmentally appropriate skills checklist which will be sent home quarterly indicating progress towards meeting pre-determined skills. In Grades 1 – 8, teachers remain objective and attempt to give as accurate a picture as possible when assigning quarterly grades. Students in Grade 1, for the first nine weeks, will receive a readiness report in lieu of grades.

### GRADING SCALE

<b>Grades 1-8</b>	<b>Grades 1-8</b>
<b>S</b> = 100 - 79	<b>A</b> = 100 - 94
<b>N</b> = 78 - 70	<b>B</b> = 93 - 87
<b>U</b> = 69 and below	<b>C</b> = 86 - 79
<b>Applicable to:</b>	<b>Applicable to:</b>
Grades 2-4: Handwriting	Grades 1-8: ELA (including, but not limited to Reading, Spelling, and Writing), Mathematics; Religion
Grades 1-5: P.E.	Grades 3-8: History; Science
	Grades 6-8: Art; French; P.E.

The final grade in any given subject for Grades 1-8, is calculated by averaging the four quarters.

In calculating a G.P.A., the final percentage (numerical) in each subject will be converted to a letter grade as defined above. Then, the letter grade will be assigned the following point value: A=4; B=3; C=2; D=1; F=0. A numerical average of 70% or better for the year is required to receive credit.

## Testing

Tests may be made up when an absence is excused. It is the student's responsibility to make sure that all work/tests are made up, not the teacher or the administration. The teacher will determine the scheduled date of the makeup work (not to exceed three days from the student's return to school.)

Students who miss mid-term or final exams must confer with the administration. Make ups will be allowed at the administration's discretion. The administration will work with those students who miss final exams due to extended illness (with physician's statement) on a case-by-case basis.

Students in Grades 3-8 are administered the ACT Aspire Test. This norm-referenced test measures how well a student has performed in relation to students across the nation. The overall results are used by school administrators to make changes to the school's curriculum. Individual student results indicate areas of strength and/or weakness and indicate to teachers those areas where a student may need special attention. These test results are also used to identify students who are eligible for Title I services or may need more extensive testing to determine if a learning disability exists. Additionally, students scoring at



exceptionally high levels are often screened to determine if they are eligible for placement in programs for gifted/talented students. Students in grades K-2 are administered the DIBELS Test.

### **Homework**

Homework assignments are given at the discretion of the teacher. Homework aides the learning process and assists the students in the development of self-discipline through effective time management. Compliance is mandatory for all student assignments. It is the responsibility of every student to inform his parent(s) of homework assignments. Homework is also listed on RenWeb. Completion of all homework assignments within the time frame allowed is considered a shared responsibility between parent and child.

There are a number of ways in which a parent can help with homework assignments. A parent can arrange a regular time and place for a student to study free of interruptions. A parent can check to see that all homework is properly completed and that all books and necessary school materials (pencils, paper, pens, etc.) are brought to school daily. Further, a parent can encourage a child to extend interest aroused in the classroom through hobbies, collections, reading for pleasure and family trips to educational or interesting locations.

1. When homework is assigned, a student is expected to complete it to the best of his or her ability. Failure to complete homework assignments may significantly affect the student's grades in that subject.
2. Home study is a necessary part of each student's educational program. Each student is expected to spend some home study time in addition to scheduled class instruction to achieve a satisfactory mastery of subject matter.

The student is responsible for homework. Time allowed to make up this work is left to the discretion of the teacher.

In cases of pre-planned absences, it becomes the student's responsibility to obtain assignments from teachers prior to the absence. Written notification with administrative approval is required to make up work missed during a pre-planned absence. If a student is expected to experience a long absence due to illness (chicken pox, mumps, measles, etc.) but will not be debilitated and will not be homebound for more than two weeks, the parent should call the school to inform the teacher of the child's illness and to collect the assignments and books.

### ***Academic Remediation***

Students in grades 1-2 who fail reading or mathematics are required to repeat the grade. If a student fails to meet one of the criteria above, he/she is referred to the needs committee for promotion consideration. Students in grades 3-8 with failing grades for one or more subjects are promoted on the condition that they make up the deficiency in the summer as defined by the school administration. Students who fail to correct the deficiency for any reason must repeat the grade. A summer religious remediation program may be offered at SBS for those students who do not successfully complete their prescribed religious education course. It will be left up to the discretion of the school administration to make this determination.

Students may repeat a grade at St. Bernard only once. A student who fails a grade for the second time is required to repeat it at another school unless approved by school administration.

A student may be placed on Academic Probation by the administration. Conditions for continued enrollment will be defined by the school administration.

## **IX. Student Services**

## ***Guidance***

St. Bernard School provides a guidance counselor (when available). The counselor is available to students, parents and teachers. He/she works with students individually or in groups to help overcome social, emotional or academic problems. The counselor is also available to consult with parents. He/she can be reached by calling the school office.

## ***Federal Title I Services***

St. Martin Parish School Board administers a federally-funded Title I program on the St. Bernard School campus. This program is designed to assist students having difficulty in core subject areas by providing computer-aided instruction and support from professional working closely with classroom teachers. Students needing assistance are determined by reviewing scores on standardized tests and teacher observations.

## ***Resource Services***

Students with state-recognized learning disabilities are afforded the assistance of a special resource teacher who meets regularly with the students giving them specialized instruction. This program follows federal mandates and is administered by the St. Martin Parish School Board.

## ***Intervention Services***

St. Bernard School provides an intervention program to assist students experiencing core content deficiencies. These students are targeted through the use of standardized test scores, class grades, and teacher evaluations. This service is not available to students who score poorly on an isolated test. A pattern of performing poorly must be evidenced. A student needs committee will be convened to review academic performance of each student and determine eligibility for

## ***Student Needs Committee***

The Student Needs Committee is the committee that facilitates academic assistance for students with special needs. The Committee may include the principal, assistant principal, interventionist, the student's teacher(s), the student's parent(s), and/or the school counselor. The assistant principal acts as the chair of any needs related meetings that are held. Such meetings are held on a case-by-case basis. As a regular operating procedure, the assistant principal meets with the intervention team

## ***Library***

St. Bernard School library is a fully automated, computerized, on-line facility housing an excellent collection of more than 7500 volumes. Library hours are posted and students are encouraged to use the facility before school hours. Classes visit the library weekly and parents are asked to see that their children return books when they are due. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine per day is required for overdue books.
3. Books that are damaged or lost must be paid for by the student before any other materials may be checked out.
4. Students who have lost or damaged books do not receive quarterly report cards until their account is cleared.

## ***Food Service***

It is Lafayette Diocesan policy that all elementary students must participate in the School Nutrition Program. The School Nutrition Program, in addition to providing nutritious meals to each student, also functions as a laboratory for providing nutrition education to students. Children learn lifetime food habits during these early formative years.

Physician prescribed special diets can be provided at the discretion of Food and Nutrition Office. A Diet Prescription form, found on the school website, needs to be completed & signed by your physician and forwarded to the cafeteria manager. The required physician's diet plan will be overseen by a registered dietitian through the Diocese of Lafayette Food & Nutrition program. These special diets include but are not limited to diabetic diets, hypoglycemic diets, PKU diet, allergy restricted diets, gluten free/wheat free diets, low cholesterol diets, milk & milk product restricted diets, vegetarian diets, high calorie diets and low-calorie diets. Diet

Prescriptions must be renewed at the beginning of each school year even though there may not be any changes to the diet prescription.

St. Bernard School is provided food services by the Diocese of Lafayette. Menu selection, billing, and food preparation are all provided by the Diocesan Food Service. The principal will meet with any parent wishing more information on the food service program or parents may speak to or correspond directly with the food service manager on the St. Bernard School campus. Parents may not bring lunches to students.

Federal Regulations require that all students and teachers pay for their meals in advance. Elementary students will be sent home with a monthly bill that has been prepared by the Cafeteria Manager. Parents can make payments by check or they can go to [www.myschoolbucks.com](http://www.myschoolbucks.com) to set up an account, monitor their child's lunch account and make payments. Diocesan policy states that any balance left in a student's account will be rolled over to the following school year. Any credits left on eighth grader accounts will be rolled into a sibling's account or if there are no siblings, then a refund is given. Applications for federally subsidized free or reduced-price meals for students are distributed yearly. Parents are responsible for filing an application for each child according to instructions and deadlines on the form itself. Federal regulations prohibit the charging of meals. Students with a zero or negative Food Service balance will not be served a cafeteria lunch.

Proper etiquette and correct table manners are to be exercised at all times by all students during the lunch period. Each student is responsible for cleaning his area of the table, returning the food tray and discarding napkins and drink containers properly.

### **After-School Care**

*(For more information, see After Care under the Parents Section on the school website.)*

**Beginning the fall of the 2019-2020 school year, students will be permitted on campus no earlier than 7:05 am each morning. St. Bernard school will not have personnel available prior to this time to supervise any students.**

For parents who need a safe and wholesome place for their children to stay following the close of the school day, the After-School Care program is available. A responsible adult supervises the program and students are provided both play time and opportunity to do homework. Additionally, a daily snack is provided. A daily "drop-in" rate is available for those who do not need service on a regular basis.

Fees for the service are charged weekly. The school office has additional information, fee structure and registration forms.

After School Care employees do not have keys to get into any classrooms for forgotten items. The After-School Care Program has a separate phone line which will be answered during After-School Care hours. The After-School Care employees do not have access to the main office phones.

## **X. Student Life**

In line with its mission and guided by the teaching of the Catholic faith, St. Bernard School strives to encourage and develop the formation of the entire student. SBS offers the students an opportunity to extend their spiritual and intellectual formation through participation in a number of activities that are designed to assist in their human formation.

Extracurricular activities broaden the learning experience of each student who participates. Academic and sports-oriented extracurricular activities are offered to the students of St. Bernard School, thus allowing them to participate in an activity suited to their interests and abilities. The attainment of individual, as well as, team goals is stressed to each participant by the coach or

sponsor. Good sportsmanship, teamwork and the ability to perform in a competitive atmosphere are some of the positive benefits of extracurricular teams and clubs.

## **Eligibility Regulations**

The following policy has been established to stress to students the priority academic classroom performance must have in a student's life:

1. Students must maintain a 2.0 cumulative grade point average, including conduct, with no failing grades as recorded on the quarterly report card in order to participate in extracurricular activities with the exception of Jr. Beta Club. A 3.0 cumulative grade point average, including conduct, must be maintained.
2. Students participating in extracurricular activities must follow all rules and guidelines established for the activity by the coach or sponsor. A student's right to participate in an extracurricular activity may be suspended by the principal upon recommendation by the coach or sponsor for failure to meet these requirements.
3. Students participating in extracurricular activities on school grounds, after school hours, must arrange transportation to coincide with the start and the dismissal of the activity. A student's right to participate in an extracurricular activity may be suspended by school administration if a student's transportation arrangements cause him/her to be habitually left on school grounds before and/or after the scheduled events.
4. Students participating in athletics and their parents must sign a contract agreeing to abide by all school policies governing athletics at St. Bernard.
5. Financial obligations must be met.
6. Students on probation are ineligible for participation in extracurricular programs.

## **Student Council**

Class representatives must have a 2.5 or higher GPA. Council officers must have a 3.0 or higher GPA. Campaigns will consist of 5 posters (maximum cost of \$10) and a speech delivered to the student body after a designated mass. There will be no props, costumes, handouts, flyers, stickers, etc.

## **Dances**

All St. Bernard School and Athletic sponsored dances are for St. Bernard School students only. All students must adhere to St. Bernard School rules and regulations. Students who choose to behave inappropriately are subject to consequences deemed appropriate by administration. We make every effort to ensure that all dances remain orderly and fun. A strict sign-in and sign-out procedure has been established to help ensure the safety of dance participants. Once a student is signed into a dance, he/she may not leave until a parent, guardian, or designated adult signs the student out. All students must adhere to the *Free Dress Day Attire* policy as well as the grooming philosophy of our school. No gum chewing will be allowed because of past damage done to floors and equipment. All cell phones are to be "checked-in" with designated staff member and will be returned to student upon sign-out by parent, guardian, or designated adult.

## **Field Studies**

Field studies, commonly referred to as field trips, are intended to be extensions of the classroom. They are conducted to enrich and provide hands-on learning experiences for students.

Field studies are a privilege, and parental permission must be made for the student to attend. Only those eligible students who have returned the completed field trip release form signed by the parent and have paid all fees assessed for the field trip by the specified deadline will be allowed to participate in the field study. Ineligibility for any field trip due to academic or behavioral circumstances will be left to the discretion of school administration. Field trip fees are nonrefundable. All students shall adhere to all school rules, dress code, and policies while on a field study.

Any trip taken by students before, during, or after school hours, which does not strictly adhere to the foregoing policy will not be authorized or sanctioned by St. Bernard School. No unauthorized or unsanctioned trip may use the name of St. Bernard School in raising funding for the trip, making arrangements for the trip, or undertaking action which in any way suggests St. Bernard School sponsorship of such a trip.

## ***Athletic Program Philosophy***

*(Please refer to the Athletic Handbook for further information.)*

The School recognizes the importance to provide a comprehensive athletic program for all interested students at all ability levels. This program should strive to foster the self-fulfillment of all participants as individuals and as members of the community.

Athletics should promote discipline and responsibility towards oneself and others. Further, the need for sportsmanship is inherent in promoting attitudes of fair play, teamwork and leadership. We recognize that supportive and involved parents are of paramount importance.

Athletics should provide an opportunity for fun and enjoyment along with teaching the fundamental skills to all participants.

## ***Awards***

### **Crusader of the Month**

The Crusader of the Month Award is given in Grades 1-8 to one student in each Homeroom. Students are selected each month based on the following Student of the Month characteristics:

- Student exemplifies the spirit of the mission of St. Bernard School.
- Spirit of reverence
- Academic effort
- Appropriate conduct
- Academic achievement
- Respect for others
- Integrity
- Evidence of service (willingness to help)
- Exhibits leadership
- Goes above and beyond the norm

### **Student of the Week (Grades PK and K)**

The Student of the Week is given to students in PK-K in each Homeroom, once a week. Students are selected each week based on the following Student of the Week characteristics:

- Respect for others
- Appropriate conduct
- Willingness to help
- Academic effort
- Exhibits leadership
- Goes above and beyond the norm

## **XI. Discipline**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

Our goal in the area of discipline is to establish a unified effort by parents, students, teachers, and administrators in order to institute a discipline program, which will support the efforts of teachers to teach and students to learn. Our philosophy is taken from theories and research and recognizes the ideas of contemporary educators to establish a positive approach, keeping in mind the self-esteem of the student, but allowing for logical consequences for inappropriate behavior.

The school administration reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time. Key chains and toys may not be attached to student backpacks. Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

A uniform and consistent discipline program is in existence throughout the school. All teachers are required to follow the plan that is in place. The school administration supports the philosophy of the program and expects all staff members to adhere to the principles of the program. Teachers and faculty members earn the respect of students by modeling the kind of respectful behavior expected. Students should not be belittled or scolded, especially in the presence of their peers. Sarcasm and embarrassment have no place in classrooms or on school grounds. No corporal punishment of any kind is permitted.

Students who need behavior adjustments should be addressed privately whenever possible. Classroom rules, consequences, and rewards are to be posted in each classroom.

The regulations listed herein are not intended to place undue restrictions on the student, but rather to encourage all students to be self-disciplined and considerate of others and to conduct themselves in such a manner that supports the rights of teachers to teach and students to learn. The student who disturbs others during the educational process is denying them a basic right. Classroom rules have been established by teachers and students for all St. Bernard classrooms. Consequences for inappropriate behavior are posted in classrooms and assigned as necessary. If the classroom consequences do not deter the inappropriate behavior, a discipline referral is submitted to the assistant principal.

All rules apply on field trips and transporting students to different areas on campus.

An individual or school group may not conduct any activity in the name of school spirit without the approval of the administration. This includes wrapping houses, bonfire events, pep rallies, etc. The administration will determine the severity of any infraction with regards to this policy. The privacy of faculty and staff members may not be violated in any way at any time by any student, parent, or associate of St. Bernard School. The administration will do its best to investigate a situation until it has a good understanding of the circumstances. This includes interviewing witnesses to events.

Any searches involving a student's personal effects must be performed by the administration and will follow the following guidelines:

1. State law allows any teacher, principal, school security guard, and administrator of the state to search any building, desk, locker, area or grounds for evidence that the law, school rule or advisory council policy has been violated. The teacher, principal, school security guard, or administrator may search the person of a student or his personal effects when, based on attendant circumstances at the time of the search, there are reasonable grounds to suspect that search will reveal evidence that the student has violated the law, a school rule or advisory council policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not necessarily intrusive in light of the age or sex of the student and nature of the suspected offense.
2. Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.
3. No teacher, principal, security guard, or administrator will be held personally liable for any action authorized and performed in accordance with state law and the advisory council policy regarding search and seizures.

### ***School-wide Daily Behavior***

A set of six basic school rules have been established and are posted in every classroom throughout the school campus. They are as follows:

1. Follow directions the first time they are given.

2. Remain properly seated, and keep hands, feet, and objects to yourself.
3. Avoid unnecessary talking, interruptions, and comments.
4. Be on time and prepared for class.
5. Respect yourself, all others, and school property.
6. Follow dress code at all times.

To guide students in their understanding of what constitutes negative behavior, behavioral infractions have been divided into categories according to their degree of seriousness. In general, all minor infractions will fall under one of the six posted school rules and each teacher will administer the consequence following the above-mentioned steps. No student will be referred to Administration for minor infractions until the last stage of the teacher's discipline.

1. Minor infractions include, but are not limited to:
  - a. Violations of the Uniform and Grooming Code
  - b. Failure to bring assigned books and/or materials to class
  - c. Bringing unauthorized toys, cameras, radios, cell phones, CD players, electronic games, etc. on the school grounds (cell phones must be turned in to the office daily)
  - d. Riding bikes in unauthorized areas or riding improperly
  - e. Tardy to class
  - f. Failure to bring in signed papers or notes of concern back to school within two school days
  - g. Possession of and/or chewing or eating gum or candy on the grounds without proper permission
  - h. Eating and/or taking items outside of the cafeteria without proper permission
  - i. Entering any building or classroom without permission or at unassigned time before, during, or after school
  - j. Failure to return Progress Reports or Report Cards on or by a given date
  - k. Writing or marking on body parts
  - l. Misbehavior that prevents student learning
  
2. Major Infractions: Any student choosing to commit a major infraction must be referred to school administration. Major infractions include, but are not limited to:
  - a. Cheating
  - b. Misconduct at an Extracurricular Event or Field Trip
  - c. Physical Altercation or Fighting
  - d. Obscene Language, Gestures, Writings, or Drawings
  - e. Forging Parent's Signature on Papers
  - f. Marking on Desks, Walls, Doors, Student Property, etc.
  - g. Leaving Classroom without Permission
  - h. Failure to Follow a Teacher's Directive
  - i. Repeated Bullying or any severe act of Bullying
  - j. Retaliation against one that reports Bullying
  - k. Defacing Uniforms (This includes cutting, writing, tearing, etc.)
  - l. Violations of Acceptable Use Policy for the Internet
  - m. Any un-Christian behavior on the school grounds or at any school function; and/or
  - n. Misconduct (pushing, shoving, continuous talking after quiet is requested, teasing, name calling, writing or passing notes, etc.) during General Assembly, in Walkways, Cafeteria, Church, Library, at the Bus Port, on the Playground, or anywhere on the school grounds before, during, or after school.
  
3. Severe Infractions: Students choosing the following behaviors will be referred to school administration. Severe infractions include, but are not limited to:
  - a. Skipping School
  - b. Physical Striking a Faculty or Staff Member
  - c. Vandalism (Major Damage to Property)
  - d. Skipping Detention or any Assigned School Consequence
  - e. Use or Possession of Tobacco on Campus
  - f. Intentionally Pulling Fire Alarm or Perpetuating a Bomb Scare
  - g. Any Grave Act of Disrespect towards a Teacher, Staff Member, or Fellow Student

- h. Forging Signature of School Faculty or Parent on a Referral, Progress Report, or Report Card
- i. Stealing, Receiving, or Inappropriate Possession of Stolen Goods or Property
- j. Bringing Explosives (Including Fireworks) on the School Grounds or at any School Function or participating in their use
- k. Any Serious un-Christian or Inappropriate Behavior on School Grounds or any School Function deemed so by principal

## **Off-Campus Conduct**

The administration of St. Bernard School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

## **Cheating**

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

## **Consequences**

Consequences may be assigned by either classroom teachers or administrators for any of the infractions listed in the disciplinary policy. The following are intended only as guidelines and will be interpreted by the school administration in a manner, which is deemed appropriate, given the circumstances of each individual case. Administrators may enforce these and any other reasonable disciplinary actions warranted to deal with inappropriate behavior.

A set of consequences have been established for those students who choose not to follow the basic school rules. They are as follows:

### **Consequences Per Week: Grades Pre-K – 5<sup>th</sup>**

1st Offense	Warning (name recorded) one per day
2nd Offense	Conduct mark
3rd Offense	Conduct mark, loss of lunch recess, contact parent
4th Offense	Conduct mark, loss of lunch recess, contact parent
5th Offense	Conduct mark, visit an administrator

### **Consequences Per Week: Grades 6<sup>th</sup> – 8<sup>th</sup>**

1st Offense	Conduct mark
2nd Offense	Conduct mark
3rd Offense and up	Conduct mark, additional consequence (see below)

**NOTE: THE FOLLOWING HAS BEEN OFFERED AS A GENERAL GUIDELINE FOR THE PROGRESSION OF CONSEQUENCES DUE TO REPEATED CONDUCT MARKS IN A WEEK FOR STUDENTS IN GRADES 6<sup>TH</sup> – 8<sup>TH</sup>.**

1.	Three (3) to five (5) conduct marks in one week	Lunch Detention
2.	After two (2) lunch detentions in a semester or if a student receives six (6) conduct marks in a week	Before or Afterschool Detention
3.	After one (1) before or afterschool detention in a semester	Saturday School
4.	After one (1) Saturday School in a semester	In-school or Out-of-School Suspension
5.	After one (1) ISS or OSS in a semester	Student will be considered for dismissal

### **Other Consequences – Administration**

**NOTE: A STUDENT MAY EARN THE BELOW CONSEQUENCES IMMEDIATELY FOR CERTAIN BEHAVIORS REGARDLESS OF WHERE HE OR SHE IS IN THE PROGRESSION OF CONDUCT MARKS LISTED ABOVE.**

Meeting with Parents  
 Time-Out from Class  
 Noon Detention  
 After School Detention  
 Saturday Detention



In-School Suspension  
Out-of-School Suspensions  
Loss of Field Trip Privileges  
Loss of Out-of-State Field Study Privileges  
**Loss of Extracurricular Activities**  
Dismissal from St. Bernard School

All students will be given a conduct grade. A student conduct grade does not factor into their overall academic grade point average however a student's conduct grade can affect their participation in certain events and/or extra-curricular activities. Students in 1<sup>st</sup> – 5<sup>th</sup> grade will earn a deduction of 4 points for each conduct mark they receive in a week. Students in 6<sup>th</sup> – 8<sup>th</sup> grade will earn a deduction of 6 points for each conduct mark they receive in a week. Students begin each week with 100 points.

### **Detention**

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with notification of the detention. The day, date, and time of the detention are at the discretion of School Administration. Detention takes precedence over appointments, practices, lessons, ballgames, etc. **If a student receives an automatic detention in 6<sup>th</sup> - 8<sup>th</sup> grade, his or her conduct grade for that week will be deducted 18 (eighteen) points.**

### **Suspension**

Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all classwork and tests from the days of suspension. **However, if a student receives an in-school suspension they will only be able to receive a maximum of an 86 (eighty-six) percent on all assignments. If a student receives an out-of-school suspension they will only be able to receive a maximum of a 70 (seventy) percent on all assignments. If a student receives an automatic suspension in 6<sup>th</sup> - 8<sup>th</sup> grade, his or her conduct grade for that week will also be deducted 36 (thirty-six) points.**

### **Probation**

School administration may place students on behavioral probation depending on the severity of a student's behavior and/or consistent infractions by a student. At that point, the student is being placed on notice and his/her continued enrollment is predicated upon their conformity to the disciplinary policy. In some cases, administrators may deem it necessary to require specialized professional care for students as a condition for continued enrollment.

### **Grounds for Dismissal**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Bernard Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from School Administration.

The following behaviors can result in being dismissed from school or placement on out-of-school suspension while a decision is reached by school authorities on the student's status. These behaviors include, but are not limited to:

1. Inciting breakdown of school authority
2. Immoral Conduct
3. Receiving a suspension after being placed on disciplinary probation
4. Making threats of violence against fellow students, faculty, or staff members
5. Carrying, using, or threatening to use weapons or instruments to do bodily harm (this includes the possession of BB guns)
6. Failure to receive specialized professional care requested by administration
7. Any deliberate action or serious un-Christian behavior on or off school grounds
8. Sale, purchase, consumption, and/or possession of chemical abuse substances including alcohol before, during, or after school or at any SBS sponsored event or field study.

## **Cell Phone Policy**

Cell phones must be turned in at the bus port upon arrive to school in the morning. If a student reports to school after the start of school at 7:45 a.m., must turn-in his or her cell phone prior to entering class. Cell phones will be stored each day. Cell phones are to remain off at all times while on campus. Cell phones will be returned at the time of dismissal each day.

Any student who does not follow the cell phone usage policy will have their cell phone confiscated and turned into the office. Additionally, the student will not be allowed to bring a phone on campus for one week.

## **Bullying and Harassment Policy**

The administration and faculty of St. Bernard School is very serious about stopping bullying on our campus. Bullying contradicts the fundamental beliefs of this school. Bullying will not be tolerated and will be dealt with like all other disciplinary actions.

Bullying is defined as repeatedly hurting a less powerful individual or group with harmful words and actions. Examples of bullying include:

1. Hitting, Kicking, or Tripping;
2. Insulting or teasing someone about their race, gender, appearance, or size;
3. Stealing personal items;
4. Threatening;
5. Gossiping;
6. Purposefully excluding a person or group; and/or
7. Cyber-bullying through the use of social media, texting, technology applications and the like.

Bullying is often hard to identify. Victims do not want to cause more trouble, nor do they want to admit that they are bullied, and the bully hides their actions or defends it as play or normal "joking". We will no longer accept that response as long as we see that the other party does not view it as play.

Harassment of any type is not tolerated. The assistant principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Engagement in any social media, blogging, texting, technology applications and the like may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the church parish.

Procedures to reduce bullying:

1. Teachers, administrators, and support staff will address any act of bullying immediately
2. Classroom teachers will define bullying for their students and will have in place a set of rules and procedures to deal with any event that occurs
3. When a St. Bernard School staff member sees or deals with a bully-victim situation, the parents will be notified. The teacher will also report the incident to the Administration
4. Students will be asked to discourage bullying among their peers and they will be taught why standing up for someone is important
5. Parents and students are strongly encouraged to report bullying that may have been otherwise overlooked. This is not just for the victim, but for any witness to bullying
6. St. Bernard School staff will consult with professionals and review modern research to stay current with bullying in the 21st century
7. Disciplinary action will first take place by the classroom and/or Administration. Like other disciplinary matters, teachers will have a structured discipline plan for dealing with the bully (this includes verbal warnings, discussion of how the act was considered bullying, call to parents, detention, suspension, etc.)

## **Substance Abuse Policy**

Substance abuse education is included within the curricular framework and supplemented through extracurricular activities. The principal and faculty stress the importance of building a team spirit in combating experimentation, use, and misuse of mind-

altering chemicals and drugs of all kinds. Our team includes peer support and adult role models to carry this message. Parents are urged to examine their own attitudes toward chemical use in order to be an effective member of the substance abuse education team.

1. The use, possession or sale of alcohol or drugs by students on school premises or at school-sponsored functions not on school property or while in uniform, is prohibited.
2. The following procedure shall apply to any student who possesses, distributes or ingests any mood-altering chemical or illegal drug on school property or at a school function. This procedure is based on the key elements of immediate intervention, assessment and follow-through treatment.
3. Any student referred to the principal for a first violation of the substance abuse policy will undergo the following:
  - a. The student must call his parents and inform them of the charges and arrange transportation home.
  - b. The student will be suspended out of school for a minimum of a three (3) day period.
  - c. The principal may confer with the student's parents during the suspension period.
  - d. The principal may require that the parents obtain a professional assessment for the student's condition prior to his readmission to school.
  - e. The principal may require the student to agree to participate in follow-through treatment as deemed necessary by a healthcare professional in order to be readmitted to school.
  - f. Any student referred to the principal for a second violation of the Substance Abuse Policy will be suspended immediately and the principal shall convene an expulsion hearing.

## **Weapons**

No student or non-student is permitted of carrying a dangerous weapon on school property, within 1,000 feet of the campus, on school buses, or at any school function off campus.

## **Diocesan No Tolerance Policy on Weapons**

Because of the seriousness of the violence and even the threats of violence that affect school communities, the Bishop has mandated specific threat policies. In the case of a threat, St. Bernard School will.

1. Contact the Breaux Bridge City Police
2. If the threat is initiated by a student, contact the parents/guardians
3. Determine appropriate penalties
4. Notify the Superintendent of Catholic Schools of the threat and the action taken

As a matter of privacy, the school will not discuss internal disciplinary matters. Please reinforce that students may not say, write or possess anything that may be considered a threat, even as a joke. Students should not possess music or lyrics that may be considered threatening.

## **XII. Uniform and Grooming Code**

**PLEASE NOTE: The following uniform and grooming regulations for the 2018-2019 school year supersede and/or replace any previous or current uniform policies.** The purpose of a school uniform, and stated regulations, regarding dress and appearance, is not to stifle individual freedom, but rather to identify one as a student of St. Bernard School. The student's appearance reflects on the school as well as themselves and family. Students are to wear the uniform with pride & dignity. **Students are to wear the uniform to and from school.** Students should arrive at school appropriately dressed and ready to begin classes. **Parents and students are to be familiar with the school's dress code.**

**All dress and grooming code decisions regarding the appropriateness of clothing, hairstyles, and other dress code items will be at the discretion of the administration regardless if they are listed below or presented as a new situation.**

**Approved uniforms can be purchased from one of the following vendors:**

**Vendor 1:** School Time  
Phone: 234-1248  
Address: 1875 A West Pinhook Rd.

**Vendor 4:** Fashion World  
Phone: 991-0017  
Address: 3607-D Ambassador Caffery Pkwy

Lafayette, LA 70508

Lafayette, LA 70503

**Vendor 2:** Uhall's  
Phone: 845-5309  
Address: 2454 Dolye Melancon Rd.  
Breux Bridge, LA 70517

**Vendor 5:** Academy (excludes shirts)  
Phone: 371-4750 (Ambassador Caffery)  
Address: 4232 Ambassador Caffery Pkwy  
Lafayette, LA 70508

OR

**Vendor 3:** Young Fashions  
Phone: 988-3600  
Address: 2722 Kaliste Saloom  
Lafayette, LA 70508

Phone: 521-6920 (Louisiana Avenue)  
Address: 3001 Louisiana Avenue  
Lafayette, LA 70501

## GIRLS

- Plaid jumper or skirt (not shorter than three inches above the top of the knee measured from a kneeling position) with gray knit pique polo shirt with school logo (no initials).
- Plaid walking shorts (not shorter than three inches above the knee, measured from a kneeling position) with gray knit pique polo shirt with school logo (no initials).
- Long navy uniform, pleated or flat front, pants that sit at the natural waist; with belt loops with gray knit pique polo shirt with school logo (no initials).
- SBS plaid pull-on shorts, plaid bloomers, or navy or gray Softe shorts must be worn under jumpers and skirts.

### NOTES:

Pants must be clean, hemmed, fitted and worn on the waist. **Excessively long, loose, tight or low rise/hip hugger pants are not acceptable.** Pants will not be accepted with brand logos, sequins, tears, rips, frayed ends, holes, etc. All pants that are faded must be replaced.

All shirts **MUST** be tucked into pants, shorts, or skirts while on school campus. To help accomplish this, it is imperative students buy and wear shirts that are long enough to tuck in. The length of shirts should compensate for all bending, stretching, and squatting that the student may do during the day, and no skin or underwear should show at the waist when these activities are performed.

## ACCESSORIES

<b>BELTS</b>	Plain, solid navy, black or brown with small, simple buckle (not required in PreK and K)
<b>SWEATERS</b>	Plain, solid navy with or without official SBS logo
<b>VESTS</b>	Plain, solid navy with or without official SBS logo
<b>SWEATSHIRTS</b>	Plain, solid navy with or without official SBS logo
<b>JACKETS</b>	Plain, solid navy with or without official SBS logo (NO multi-colored or jean jackets allowed) Name brand logs are not permitted
<b>COATS</b>	Any colored heavy winter coat is acceptable for outdoors (NO denim or camouflage allowed)
<b>BLAZERS</b>	Plain, solid navy with or without SBS logo
<b>UNDERSHIRTS</b>	Plain, solid white or gray
<b>SOCKS</b>	Solid navy, black, or white – socks <b>MUST COVER</b> the ankle bone.
<b>TIGHTS/ STOCKINGS</b>	Navy or white only.
<b>SHOES</b>	Any closed-toe shoe. No designs (i.e. polka dots, glitter, sequins, etc.) allowed. No boots, open toe, sandals, flip flops, heels, Crocs, light-up shoes or

		shoes with wheels. PreK and K must wear shoes with Velcro. Shoelaces must be solid and the same color as the shoe. Shoelaces must remain tied at all times.
<b>HATS</b>		None Permitted.
<b>HOODS</b>		Hoods on all sweaters, sweatshirts, jackets and coats are permitted outdoors only.
<b>EARRINGS</b>		Simple stud earrings only. Only one piercing per ear is allowed. Hoop and dangling earrings are not only distracting to other students; they are also unsafe and not allowed.
<b>NECKLACES</b>		Small, simple religious medals, crosses, or scapulars on a silver or gold chain are allowed and must be worn inside the shirt. No chokers allowed at all. Only one necklace may be worn at any given time.
<b>BRACELETS</b>		None Permitted
<b>MAKE-UP</b>		None Permitted
<b>NAILS</b>		No artificial nails or nail polish permitted. Nails must be neat, clean and of appropriate length.
<b>BODY PIERCING</b>		None Permitted
<b>TATTOOS</b>		None Permitted
<b>*HAIR ACCESSORIES</b>		<b>All</b> bows, barrettes, ribbons, scrunchies, rubber bands, clips, headbands, etc. must be one or a combo of the following colors – <b>RED, WHITE, NAVY BLUE, YELLOW, OR GRAY</b> . Hair accessories made with the school's uniform plaid will also be permitted. <b>NO glitter or sequins allowed on bows. No other colored hair accessory will be allowed with the school's official uniform.</b>
<b>HAIR/STYLES/ COLOR</b>		Hair must be clean and neatly brushed or combed. Bangs must be at a length that does not extend below the eyebrows or they must be kept off of face by either a clip, headband or tucked behind the ears. Only natural colors and styles appropriate for school are acceptable.
<b>ADDITIONAL ITEM</b>		No sweaters, sweatshirts, jackets or coats can be worn around the waist inside any <u>building on campus</u> .

## BOYS

- Long navy **uniform**, pleated or flat front, pants with belt loops that sit at the natural waist; with gray pique knit polo shirt with school logo (no initials)
- Navy walking shorts that sit at the natural waist (not shorter than three inches above knee measured from a kneeling position) with belt loops; with gray pique knit polo shirt with school logo (no initials).

### NOTES:

Pants must be clean, hemmed, fitted and worn on the waist. **Excessively long, loose, tight or low rise/hip hugger pants are not acceptable.** Pants will not be accepted with brand logos, sequins, tears, rips, frayed ends, holes, etc. All pants that are faded must be replaced.

All shirts **MUST** be tucked into pants or shorts while on school campus. To help accomplish this, it is imperative students buy and wear shirts that are long enough to tuck in. The length of shirts should compensate for all bending, stretching, and squatting that the student may do during the day, and no skin or underwear should show at the waist when these activities are performed.

## ACCESSORIES

<b>BELTS</b>	Plain, solid <b>navy, black or brown</b> with small, simple buckle (not required in PreK and K)
<b>SWEATERS</b>	Plain, solid navy with or without official SBS logo
<b>SWEATSHIRTS</b>	Plain, solid navy with or without official SBS logo
<b>JACKETS</b>	Plain, solid navy with or without official SBS logo
<b>COATS</b>	Any colored heavy winter coat is acceptable for outdoors (NO denim or camouflage)
<b>BLAZERS</b>	Plain, solid navy with or without SBS logo
<b>UNDERSHIRTS</b>	Plain, solid white or gray
<b>SOCKS</b>	<b>SOLID</b> navy, black, or white – socks <b>MUST COVER</b> the ankle bone.
<b>SHOES</b>	Any closed-toe shoe. No designs (i.e. polka dots, glitter, sequins, etc.) allowed. No boots, open toe, sandals, flip flops, heels, Crocs, light-up shoes or shoes with wheels. <b>PreK and K must wear shoes with Velcro.</b> Shoelaces must be solid and the same color as the shoe. Shoelaces must remain tied at all times.
<b>HATS</b>	None Permitted.
<b>HOODS</b>	Hoods on all sweaters, sweatshirts, jackets and coats are permitted outdoors only.
<b>EARRINGS</b>	None Permitted.
<b>NECKLACES</b>	Small, simple religious medals, crosses, or scapulars on a silver or gold chain is allowed and must be worn inside the shirt. No chokers allowed at all. Only one necklace may be worn at any given time.
<b>BRACELETS</b>	None Permitted
<b>NAILS</b>	Nails must be neat, clean and of appropriate length.
<b>BODY PIERCING</b>	None Permitted
<b>TATTOOS</b>	None Permitted
<b>HAIR/STYLES/ COLOR</b>	Hair and sideburns must be clean and neatly brushed or combed and should not go over the ear, below the eyebrow, or extend beyond the collar. Hair must be of a natural color. Fad haircuts and colors are contrary to the spirit of this dress and grooming code and; therefore, inappropriate. No facial hair, other than a reasonable sideburn is allowed. For this reason, students may be asked to shave.

### ***Spirit Day Attire***

Special days are designated throughout the year by administration as “Spirit Days”. Students may wear any St. Bernard School sponsored T-shirt (Spirit, Athletic, Club, etc.) with long jeans, long tan khaki pants or school uniform bottoms. Pants must be clean, hemmed, fitted and worn on the waist. **Excessively long, loose, tight or low rise/hip hugger pants are not acceptable.** No pants will be accepted with sequins, tears, rips, frayed ends, holes, etc. Only regulation socks and shoes are permitted (see above descriptions). **Girls may wear hair accessories as listed above.** Parents will be called to bring a complete St. Bernard School uniform if spirit day attire is inappropriate.

### ***Free Dress Day Attire***

Special days are designed throughout the year by administration as “Free Dress Days”. Students are free to wear outfits of their choice; however, the following guidelines must be followed. All shirts must have a sleeve. The stomach area may not be exposed. There can be no advertisements or logos with inappropriate messages or pictures. Shorts must not be shorter than 3 inches above the knee from a kneeling position and dresses and skirts must not be shorter than 1 inch above the knee from a

kneeling position. No tight fitting clothes. Sandals are permitted. **Due to insurance liability and fire code regulations flip-flops and “Heelys” are NEVER ALLOWED.** Caps are not permitted. Capri pants are allowed. Clothing should be modest and not tight fitting. Parents will be called to bring a complete St. Bernard School uniform if free dress day attire is inappropriate.

### ***Special Club Meeting Days***

On designated meeting days of any school-sponsored club, students may wear the appropriate organization uniform for the entire school day. Parents will be called to bring a complete St. Bernard School uniform if special club uniform attire is inappropriate.

## **XIII. Parents’ Role in Education**

St. Bernard Catholic School, we consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child’s life---physically, intellectually, spiritually, emotionally, and psychologically. Your choice of St. Bernard Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his or her life.

A good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with St. Bernard Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his or her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his or her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he or she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she can become.

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

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code; and
- Completes assignments on time.

We ask parents:

- To actively participate in school activities such as Parent/Teacher Conference;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school; and
- To treat all teachers, faculty, and staff with respect and courtesy when discussing student problems.

### ***Conflict Resolution***

All personnel at St. Bernard School work to provide the best educational climate possible, always keeping the child's best interests in mind. However, parents sometimes experience frustration when they feel that they have been dealt an injustice. Simply complaining about a situation to a neighbor will accomplish nothing. Parents must follow the chain of command when attempting to resolve an issue.

All faculty members at St. Bernard School work hard to provide the best educational climate possible. We are always keeping the best interest of the child in mind. If you need to seek a solution to a problem, please use the following steps to seek resolution:

1. Contact the teacher or faculty member in question;
2. Contact the assistant principal of the area of concern;
3. Contact the principal;
4. Contact the pastor (may include St. Bernard Advisory Council);
5. Contact the Diocesan Superintendent of Schools; and then
6. Contact the Diocesan Advisory Council.

### ***Parent-Teacher Organization (PTO)***

This organization works to support and enhance the educational ministry of the school. Volunteerism, parent education, and building community are goals of this organization.

## **XIV. Parent Cooperation Statement**

An integral part of the educational philosophy of St. Bernard School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community. While St. Bernard School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, St. Bernard School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. St. Bernard School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that:

1. a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or



2. the parents/guardians have failed to provide the support, assistance and example necessary for the education to which each child is entitled.

Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

# ADDENDUM A

## **ACCEPTABLE USE AND TECHNOLOGY POLICY 2019-2020 SY**

The following policy for acceptable use of computers, networks and system resources, including the Internet, shall apply to all St. Bernard Catholic School students. All technology equipment shall be used under the supervision of St. Bernard Catholic School teachers. Any student user who violates any condition of this policy is subject to disciplinary action or administrative sanctions. In addition to any other disciplinary action taken, the Technology Department reserves the right to terminate access to system resources for any student user who violates these guidelines.

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. Student users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
3. School e-mail accounts can and will be utilized for academic purposes only.
4. Student users shall not use system resources for any non-instructional purpose, including, but not limited to personal e-mail account access (e.g. Hotmail, AOL, Yahoo, etc.), instant messaging, online shopping, or personal use of streaming media such as online radio stations or video broadcasts.
5. **Student users shall not post any inappropriate wording, videos, or pictures of any SBS student including themselves in St. Bernard School uniforms or of St. Bernard School events on any social networking sites including but not limited to Facebook, InstaGram, Twitter, Kik, Vine, Snapchat, etc.**
6. Student users shall not install, download, copy, or distribute copyrighted materials such as software, audio or video files graphics, and text without the express written permission of the copyright owner and the permission of the site administrator.
7. Users shall not use the system for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy and guidelines.
8. Student users shall not write, produce, generate copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or other name.
9. Student users shall not use system resources to purposely distribute, create, or copy messages or materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
10. Student users shall not use system resources or purposely access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. In the event that accidental access to prohibited materials occurs, student users are expected to immediately discontinue such access and report the incident to the supervising teacher or site administrator.
11. Student users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
12. Student users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but not limited to: removal of parts, intentional destruction of equipment,

altering system settings, or software, installing unauthorized or unlicensed software or programs, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.

13. Student users shall not remove technology equipment (hardware or software) from its location without written permission of the site administrator.
14. Student users shall not use system resources to distribute or provide personal information or addresses that others may use inappropriately.
15. Student users should be aware that all files stored on SBS's network are the property of SBS. Student users should not send any messages or create any files they would not want to be made public.
16. Student users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, or federal laws. Violations can lead to prosecution.

STUDENT AGREEMENT: I understand and will abide by St. Bernard Catholic School's POLICY FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS. I further understand that any violations of this policy may constitute a school and possibly a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

I agree not to hold St. Bernard Catholic School or any of its employees or any of the institutions or networks providing access to electronic information responsible for the performance of the system or the content of any material accessed through it.

Signatures will be recorded through online document through RenWeb.

## ADDENDUM B

### **GRANT COMPUTER ACCEPTABLE USE POLICY ADDENDUM (3<sup>RD</sup>-8<sup>TH</sup> GRADE) 2019-2020 SY**

St. Bernard School is committed to providing twenty first century learning to SBS students. This Grant Computer Acceptable Use Policy Addendum provides a guideline for students appropriately use the opportunities for learning provided by the technology. The term “network” is defined here to include all computers, laptops, slates, microscopes, probes, peripheral devices, network services, and resources such as network storage and access to the Internet.

As a student in this class using Grant computer equipment, **I promise to:**

1. Use only the Laptop/Chromebook assigned to me for that given class and unit.
2. Use the Laptop/Chromebook and network only when the teacher is present and an assignment is give.
3. Log off my workstation when finished and return the Laptop/Chromebook and other materials to the assigned recharging stations as per class policies.
4. Comply with state issued grant regulations by avoiding religious sites and by not creating religious based document or projects on grant equipment.
5. Follow all guidelines for printing material i.e.: avoid over use, print material for use in the specific class only, avoid printing large files by selecting material from a source rather than printing the entire source document, etc. (mobile lab)
6. Realize it is my responsibility to save files on Google Docs as instructed by the teacher. Work lost must be redone on my own time.
7. Use the network for academic purposes only and in a way that reflects the purpose of each assignment and upholds Christian philosophy.
8. Realize and respect that the teacher is the sole judge of responsible use of the equipment and follow his or her instructions completely.
9. Keep my login and password confidential when applicable.
10. Use school issued accounts only for class related projects. Students are **prohibited** from logging into personal accounts unless instructed by the teacher.
11. Be respectful to other students on the Internet while collaborating in online projects when applicable.

The student and parents recognize the technical sophistication and expense of the equipment the student is being entrusted to operate at St. Bernard School. I acknowledge that it is a privilege the student shares with others and that there is a shared trust among us to protect the hardware and software. We pledge that the student will not damage or disable the hardware or software entrusted to himself/herself or behave in a manner which might lead to accidental damage to the equipment or injury. We further understand that the student may be prevented from working with technology resources at SBS if he/she violates the pledge and fails to abide by the rules and regulations governing the use of technology at St. Bernard School. We also understand that the student will be required to repair or replace, at the sole discretion of the school principal, any equipment that has been damaged or lost through the student’s deliberate misuse, negligence, or other fault.

As a parent or guardian, I recognize the importance of the above pledge my child has made. I promise to support the St. Bernard School administration and faculty in developing students who accept responsibility for their own learning and actions.

## ADDENDUM C

### ASBESTOS INFORMATION LETTER



Est. 1891

## ST. BERNARD SCHOOL

251 East Bridge Street • Breaux Bridge, LA 70517-5027

Office: 337-332-5350 • Fax: 337-332-5894

TO: Parents, Teachers, Employees, and Organizations  
FROM: John Paul Masterson, Principal  
DATE: July 1, 2019

According to the Asbestos Hazard Emergency Response Act (AHERA), each school system must notify the public of inspections, response actions, periodic surveillance, and re-inspection activities on an annual basis.

This is to inform you that AHERA Compliance Management Plans are available for public inspection in either the principal's or coordinator's office of each school in the Diocese of Lafayette School System. These documents include the Inspection Reports, Re-inspection Reports and Management Plan. Requests to view these may be made Monday-Friday during regular school hours.

Inspections of Asbestos Containing Material (ACM) are made by each school every six (6) months. Every three (3) years, re-inspection is conducted by a Certified Asbestos Inspector/Management Planner.

*Once a Crusader, Always a Crusader*

[www.sbscrusaders.com](http://www.sbscrusaders.com)

## 2019 – 2020 SY SBS Acknowledgment Form

We have read and understand the policies and procedures of St. Bernard School as stated in the on-line Parent/Student Handbook, accessible through the school website: <https://sbscrusaders.com/parents>

These policies include but are not limited to the Parental Cooperation Statement and Acceptable Use and Technology Policies.

We acknowledge that individual forms for Photo Release and Permission to Treat were previously signed during the 2018-2019 on-line registration process.

We fully understand all school policies and agree to uphold them.

We understand and agree to all these policies and any amendments which may be forthcoming during the school's fiscal year.

**SIGNITURES ARE COLLECTED ONLINE VIA RENWEB EACH YEAR PRIOR TO THE START OF THE FIRST DAY OF SCHOOL**

STUDENT Printed Name: \_\_\_\_\_ Grade: \_\_\_\_\_

STUDENT Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

PARENT Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_