



PARENT/STUDENT HANDBOOK

2011-2012

St. Bernadette Catholic School

**266 Main Street
Northborough
MA 01532**

**Phone: (508) 351-9905.
Early Childhood Center (ECC): (508) 393-5630.
School Health Office: (508) 351-2945.**



Dear Parents and Students,

***“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom***

Welcome to St. Bernadette Catholic School! In choosing our school, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Fr. Stephen Gemme
Pastor

Mrs. Deborah O’Neil
Principal

Mrs. Julianne Morin
Assistant Principal

St. Bernadette School

Foreword

Thank you for your consistent commitment of time and support, and for entrusting us with your precious children. The Parent/Student Handbook lays out for parents and students alike, the policies and procedures followed at St. Bernadette School. Out of fairness to all, as a means of ensuring a favorable atmosphere for learning, and to teach our students to be responsible for their actions, St. Bernadette's faculty adhere to the policies set forth in this handbook. Parents are asked to sign a form each year acknowledging that they have reviewed the handbook with their child(ren).

Please remember: no situation is perfect; problems may sometimes occur. Should you encounter one, please take the time to discuss it with the teacher or principal as soon as possible. Doing this prevents tensions and hard feelings from developing. If there are any unusual circumstances which arise such as death of a family member, close friend or even a pet, marital problems, or other events which might or are significantly affecting your child(ren) please notify the administration as soon as possible, as it may reflect on the school behavior/performance of the child(ren). We will make every effort to be sensitive to the situation and keep such circumstances in the strictest confidence if desired.

The administration retains the right to amend the handbook for just cause. Parents will be given prompt notification of such changes.

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Mission Statement

St. Bernadette School is founded upon and deeply rooted in firm Catholic beliefs and traditions. We are committed to providing a high-quality education that develops the intellect, inspires the spirit, and guides students to do what is right and just. In partnership with the Church and family, we encourage our students to exemplify Christian values and to become life-long learners.

Philosophy

We believe:

The community of St. Bernadette shares the educational mission of the Catholic Church in a spirit of love based on the Gospel Message of Jesus Christ. St. Bernadette School was founded to foster love, care and concern for every child.

As educators, we provide quality educational opportunities which inspire a love for learning. We recognize that each child is unique, and we encourage the student to develop to full potential.

We maintain a safe environment and nurturing atmosphere, which allows each child the freedom to be curious and creative.

We offer experiences that meet children's needs and foster learning in all developmental areas.

As Catholic Educators, we teach doctrine, build community, worship together, and give service to all.

Primary Goals

Spiritual To recognize the face of God in each person, event and experience of life.

Academic To acknowledge the different levels of ability, development, and learning styles in children by providing academic activities which are appropriate to their maturation.

Physical To develop the "whole" child by providing appropriate activities and information that will bring about a sense of health and well-being.

Social To create a bond of community – a community where both giving and receiving are central.

Student Prayer

*Dear God, we thank you for today
And for the love and care of this community.*

*I offer you my work and prayers
And ask for your loving help
So that I can better love and serve
Everyone I meet.*

*Give me the grace to do my best
And to become more like Jesus.
We ask you this in Jesus' name.*

Amen

St. Bernadette School Organization and Personnel

ADMINISTRATION

Reverend Stephen Gemme	Pastor
Mrs. Deborah O'Neil	Principal
Mrs. Julianne Morin	Assistant Principal
Mrs. Janice Varney	Student Accounts
Mrs. Annamarie O'Donnell	Administrative Assistant
Mrs. Bernadette Aube	Director of Admissions
Mrs. Lucia Sears	Receptionist
Mrs. Cathy Lambert	Receptionist
Sr. Mary Therese	Office Assistant
Mrs. Melissa Kane	Advancement

St. Bernadette School faculty is divided into three levels:
Early Childhood, Primary, and Middle school.

EARLY CHILDHOOD FACULTY

Mrs. Brenda Nickerson	PK3
Mrs. Sue Coffey	PK3
Mrs. Karen Epstein	PK4
Mrs. Tracy LeBlanc	PK4 Assistant
Mrs. Deborah Burke	Transitions
Mrs. Mary Weaver	Transitions
Mrs. Annette Dalbec	KNA Teacher
Mrs. Carolyn Marinelli	KNA Classroom Assistant
Mrs. Jennifer Jordan	KNB Teacher
Mrs. Elizabeth Deastlov	KNB Classroom Assistant
Mrs. Josie Fox	KNC Teacher
Ms. Kate Raffa	KNC Classroom Assistant

PRIMARY SCHOOL FACULTY

Mrs. Carol Gough	1A	All Subjects
Ms. Pamela Gorczynski	1B	All Subjects
Mrs. Kym Dufault	1C	All Subjects
Mrs. Maureen Trettel	Gr. 1	Assistant
Ms. Jennifer Stuart	2A	All Subjects
Ms. Kaitlyn French	2C	All Subjects
Mrs. Cheryl Savarese	Gr. 2	Assistant
Mrs. Lisa Reade	3A	All Subjects
Mrs. Elizabeth Rodrique	3B	All Subjects
Mrs. Joan Clancy	3C	All Subjects

MIDDLE SCHOOL FACULTY

Mrs. Patricia Gorman	4A	Grade 4 Religion, Social Studies
Mrs. Rosemary Donnelly	4B	Grade 4 Language Arts, Reading
Mrs. Joan Matys	4C	Grade 4 Math, Science
Mrs. Morgan Mason	5A	Grade 5 Religion, Social Studies
Mrs. Linda Boyer	5B	Grade 5 Math, Science
Mrs. Lynne Holmes and Mrs. Lisa Guerriero	5C	Grade 5 Language Arts, Reading
Mrs. Julie Doucette	6A	Grade 6 Literature, Language Arts and Social Studies
Ms. Mary Ellen Wolfe	6B	Grade 6,7,8 Math
Mrs. Loretta Carroll	6C	Grade 6,7,8 Religion
Mrs. Michelle Davis	7A	Grade 6, 7 & 8 Math, Gr. 6 Science
Mrs. Rene Legendre	7B	Grade 7 & 8 Literature and Language Arts
Ms. Mary Anne Jezierski	8A	Grade 7 & 8 Social Studies
Ms. Donna Haag	8B	Grade 6, 7 & 8 Science

RESOURCE FACULTY

Mrs. Deborah Cunningham	Resource- Primary
Mrs. Nancy Connor	Resource- Middle School

SPECIAL AREA TEACHERS

Mrs. Liz Lapolito	Gr. K-3 Art
Mrs. Peg Lien	Grade 4-8 Art
Ms. Caroline Rapa	Grade PK-8 Music
Mrs. Meghan Gasek	Grade TK-8 Technology
Mrs. Jan Berry	Grade 4-8 Library
Mrs. Mary Bardellini	Grade PK-3 Library
Mrs. Monica Clune	Grade PK-6 Spanish
Mrs. Anne Keegan	Grade 6 Latin and Grades 7 & 8 Spanish
Mr. Alfredo DiMauro III	Grade PK-8 Gym

SUPPORT STAFF

Mr. Terry LeBlanc	Facilities Manager
Mrs. Gail Clapp, RN	School Nurse
Mrs. Robyn Sharp, RN	School Nurse
Ms. Lori Howard	Extended Day Director

ST. BERNADETTE PARISH STAFF

Fr. Stephen Gemme	Pastor
Deacon George O'Connor	Deacon
Sr. Muriel Audette, SSA	Pastoral Associate
Mrs. Ginny Boland	Administrator Religious Education
Mrs. Celeste Mikitarian	Parish Secretary
Mrs. Amy Halloran	Parish Finance
Mrs. Ann Williams	Finance Office
Mrs. Jamie Rame	Finance Office
Mr. Thomas Lowe	Director of Music

SCHOOL BOARD MEMBERS

Sr. Muriel Audette, SSA
Dr. Francesco Cesareo,
Chair
Mrs. Nadine Henderson
Mrs. Regina Mannix
Mr. Michael Philipps
Mr. Harinder Soin
Mr. Ralph Tricomi
Mrs. Christina Mowry

PARENT GUILD OFFICERS

Mrs. Christine Mowry	President
Mrs. Bonnie Shupp	Vice President
Mrs. Lori Regis	Secretary
Mrs. Lisa O'Connor	Treasurer



St. Bernadette Catholic School
266 Main Street Northborough, MA 01532

Admission Policies

Please read the following information and file it with other school information. The provisions contained herein are an essential part of each parent's contract with the school.

There is a non-refundable \$50.00 Application Fee for all new students in the Prek-3 – 8 Program that is due at the time of Application. The balance of the non-refundable Registration Fee, in the amount of \$225.00, is due upon registration acceptance. There is a non-refundable Registration Fee of \$275.00 for all returning students due at time of re-registration.

No personal checks will be accepted after May 1 of current school year for any monies due to the school.

Tuition

Tuition for Preschool, Elementary School and Extended Day is a flat fee for the entire school year. There is no vacation or sick time credit. If a student is ill or on a vacation, outside of scheduled school vacations, the parents are still responsible for the entire amount of tuition due for the school year.

Financial Aid Policy

Applications for Financial Aid for currently enrolled families will be available online for the next academic year following Re-Registration. Applications for FACTS Grant in Aid must be filed online. Information regarding this process is available after Catholic Schools Week, which is the last week in January. **Instructions for applying for Financial Aid for new families will be included with their acceptance package.** Online application deadlines are in April with allocation dates in May, prior to the first tuition payment due date in July. Applications for students enrolling after April 25th will be determined by the Diocesan Office of Student Accounts at the discretion of that office.

Late Registration Policy

Students who register after the beginning of the school year will be charged according to the number of months attended. Any part of a month will be counted as a full month of attendance when determining the amount of tuition.

Withdrawal Policy

Students who withdraw after July 1st will be charged one quarter of the year's tuition for any portion of a quarter registered. Financial quarters are July 1 to September 30, October 1 to December 31, January 1 to March 31, and April 1 to June 30. The financial quarters are quarters registered and academic quarters are quarters attended. Tuition due is based on financial quarters.

Nondiscrimination Policy

St. Bernadette School admits students of any race, color, religion 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, religion and national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following is the order of acceptance to St. Bernadette School:

Siblings of current students

Members of St. Bernadette Parish

Members of other parishes

Non-Catholic students

Children entering Pre-K3 must be three (3) years of age by August 31st

Children entering Pre-K4 must be four (4) years of age by August 31st

Children entering Kindergarten must be five (5) years of age by August 31st

Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten screening.

At the time of registration, all new students seeking admission to St. Bernadette School are screened by the school for a fee of \$50.00, (deducted from the registration fee) and asked to submit report cards from their previous school and any **IEP or Accommodations Plans** they may have.

Requirements include:

- *Verification of active parish affiliation/stewardship
- *Use of weekly envelopes or automatic deposit
- *Health Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- ***Record of IEP or Accommodation Plans**
- **Immunization Records**

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. After the screening process, these will be reviewed to determine whether the program at St. Bernadette School will meet the educational needs of the students.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Bernadette School.

Non-Catholic students whose parents accept the philosophy of St. Bernadette School will be accepted on a space available basis.

Parents' Role in Education

At St. Bernadette 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, mentally, spiritually, emotionally, and psychologically. Your choice of St. Bernadette School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

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

Once you have chosen to enter into a partnership with us at St. Bernadette 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/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

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

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

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

Parents as Partners

As partners in the educational process at St. Bernadette 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; See Handbook pages 25 - 27
- Completes assignments on time;

We also ask parents:

- To actively participate in school activities such as Parent-Teacher Conferences;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy when discussing student problems;
- 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;

Parent Organization

St. Bernadette School Parent Guild works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. All parents/guardians are members of the Parent Guild. All parents are obligated to participate in the St. Bernadette School Fair Share Program to support the school.

General Information

School Day

The school is responsible for the students from 7:50 AM until 3:10 PM. There is no one available at the school to take responsibility for your child(ren) either before or after these times with the exception of specific, organized activities including Extended Day care. Arrangements for Extended Day care must be made in advance. However, in an emergency, arrangements can be made the same day. A written, signed request may be sent with your child(ren), or we can also accept a signed fax.

At St. Bernadette School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for Extended Day students at 7:30 AM. Students arriving at that time will go to the Extended Day room in the Early Childhood Center until they are dismissed to their classrooms at 7:45 AM. Grades 1-8 students may enter the main building at 7:50 AM. Afternoon Dismissal time is 2:50-3:10 PM. Please check the school calendar and weekly newsletter for early dismissal dates. Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

Three (3) tardies or three (3) early withdrawals may be considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

Students not picked up by the end of dismissal (3:15 PM) will be sent immediately to the Extended Day Program. Parents are charged the daily per child rate of \$25.00 for using this program.

St. Bernadette School offers an Extended Day Program. Students who are enrolled in the program must pay a \$50.00 deposit at the time of registration. A fee of \$1.00 per minute is charged for students remaining in the program after 6:00 PM.

School Cancellation, Schools Delays and Early Dismissals

St. Bernadette School coincides with Northborough Public Schools in weather-related cancellations. School cancellations, delays and early dismissals will be announced on the stations listed below. St. Bernadette School also has its own notice, which shows as “St. Bernadette School” on the TV and Radio Stations listed below. This separate notice may be used when St. Bernadette School is closing and Northborough Public Schools are remaining open. If you do not hear that Northborough schools are canceled and/or that St. Bernadette School is cancelled, **THEN THERE WILL BE SCHOOL**. Be sure to look for both Northborough Public and St. Bernadette School when school closures/delays are posted on the TV. Please do not call the School, Pastoral Center, or the Rectory.

Radio Stations:

WTAG (580 AM) WSRO (1470 AM) WBZ (103 AM)
WSRS (96.1 FM) WHDH

Television Stations:

Channel 4, Channel 5, Channel 7, and Northborough Cable TV station
Telegram and Gazette City Line: 792-9400 (catalog #4233)

ConnectEd

St. Bernadette School has contracted with the ConnectEd Messaging System in order to contact our parents whenever there is a change in our daily school schedule. ConnectEd will call each of our parents with an announcement such as early closing, snow days, utility failures, or any other situation that would require parents to pick up their children at a time other than regular dismissal.

We ask all parents to please list the phone number you would like to be called by the ConnectEd Messaging System. ConnectEd may also be used to contact families regarding important school related events.

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. Bernadette School uses a Friday envelope system. These envelopes, designed to be used for the entire year, will be sent home each Friday with notices from the school office or other important materials from the individual classroom teacher. The Friday Envelope should be signed and returned the following Monday. There is a \$5.00 replacement charge for envelopes that are lost. Information may not be sent home if the Friday envelope has not been returned. Official school-wide communications are sent with the youngest or only child.

Please be sure to send money or checks to school in an envelope with your child's name, grade, and purpose of the enclosed cash or check clearly written on the envelope. It is sometimes difficult to determine why money has been turned in to the office. Please pay in exact amounts. If you are paying for more than one child please indicate that clearly on the envelope.

Attendance

When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Bernadette School students.

Students must be fever free for 24 hours without medication before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students who are absent due to illness have two days for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given six school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM. For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. **There will be no exceptions to this policy. Please do not ask the teacher to make an exception.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

The school number is (508)351-9905.

The Early Childhood Center (ECC) is (508)393-5630.

The School Health Office phone number is (508)351-2945.

These are the ONLY numbers to be used for school matters.

Last minute calls at dismissal time, either incoming or outgoing present many problems. This is one of the very busy hours of the day. For this reason, we would appreciate it if requests for messages to be delivered or phone calls to be made could be done before 2:00 pm. Every effort will be made to convey the message but there is no guarantee that messages will be received by dismissal time.

Your child's safety is our greatest concern. Since we have no certainty of the source of a phone call, parents should make all arrangements about dismissal or after-school plans before the child comes to school each day. We will accept a signed fax in case of an emergency.

No student will be called to the phone during class assigned time unless it is a **GRAVE EMERGENCY**. Please do not call the school office after noon for homework assignments. We cannot expect teachers to organize homework in the final hours of the school day. Arrange for a homework "buddy," a classmate of your child, to collect homework when your child is absent.

When you find it necessary to telephone your child at the school, the message will be relayed to him/her. This should be done only in **EMERGENCY SITUATIONS**. If possible, please give all the instructions to your child before he/she leaves in the morning. Unless there is an emergency, we do not call teachers to the telephone during the school day. Please call the school, leave a message and the teacher will return your call.

Arrival

The arrival and dismissal of students presents a potentially dangerous situation. We take every precaution to safeguard your child(ren). However, there is considerable traffic during pick-up and drop-off times. Our safeguards are dependent to a significant extent upon your cooperation with the rules below. Please read them carefully and obey them.

- **Please do not socialize while dropping off students** as it interferes with an efficient flow of traffic
- Do not back up your car when dropping off students.
- The traffic flow in the parking lot is **one-way**.
- Cars arriving to drop off children must enter the parking lot entrance behind the convent (white house).
- Cars leaving the parking lot must exit using the access nearest the Pastoral Center.
- **There is no left hand turn out of the parking lot onto Route 20 during arrival or dismissal times.**
- Please do not park in the neighboring restaurant or shops parking lots.

Parents who drop off their children in the morning are asked to arrive by 8:10 a.m.

Dismissal

Afternoon pick-up is between 2:50 and 3:10 PM for students from Kindergarten to Grade 8. The staggered dismissal eases congestion in the parking lot and helps to keep the students safe. Parents are asked to pay close attention during the pick up and drop off process. It is recommended that cell phones not be used at this time. **Please follow the traffic directions given by the teachers/parents on duty.** Students are not permitted to cross across traffic lanes to cars in the parking lot or in areas beyond the Saint Bernadette campus. Parents must meet their child(ren) and walk them to their car. 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. Students who do not reside in Northborough may not ride the Northborough bus.

Returning to School after Dismissal

Students are not permitted to return to the school building after the 3:15 PM dismissal unless accompanied by a teacher. Dismissal procedures are designed to give students time to organize materials and homework. It is expected that they will demonstrate maturity and responsibility in this regard. Those students who need to return to school to retrieve missing items are not demonstrating that they have mastered these important lessons.

Students who choose to return to school after 3:00 PM without a teacher, face detention, suspension, or expulsion.

Morning Break

The students have a break each morning at which time snacks may be eaten. Students in Grades Prek3-Grade 3 will have a morning recess.

Lunch Program

Students may purchase hot lunches at school or bring their lunch from home. The hot lunches are prepared by Lowe's. A monthly menu/order form will be sent home. **Menus must be returned by the date indicated on the back of the menu.** Prices are listed on the form. Please note that all checks should be made payable to "Lowe's" and not to St. Bernadette School. Lunches may not be purchased on a day-by-day basis but may only be ordered using the monthly menu.

If you need to drop off a lunch that was forgotten, bring it to the Front Office and we will be sure your child(ren) receives it before going to the cafeteria for lunch. **Parents should not deliver fast food/pizza for their child's lunch.** Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

School Office Hours

The school office is open on all school days from 8:00 AM – 3:30 PM.

School Visitors

School visitors (volunteers, parents, etc.) must come to the front office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure.

Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be required to complete a CORI Form, the Diocesan mandated background check, Safe Environment Training and sign a Code of Ministerial Conduct.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement fee for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Lockers

Each student is assigned a locker or cubby 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. Lockers may not be decorated inside or out.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled. (See previous section on Student Records for transcript information.)

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Telephone

Permission to use the telephone must be obtained from the School Administration/ Secretary. Students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Student Directory

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used or sold for other purposes.

Service Projects

The Diocese of Worcester has requested that all Catholic schools participate in supporting system-wide service projects. **Beneficiaries of such projects have included the Mercy Centre, a Special Education school run by Catholic Charities, Catholic Schools in Haiti and the Diocese of New Orleans and Springfield, MA following devastating hurricanes and tornadoes.** In addition Saint Bernadette School students participate in numerous outreach programs.

Gifts/ Invitations

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Academic Information

Curriculum

St. Bernadette School, established in 1997 by the Diocese of Worcester, offers a rigorous academic program to a diverse student body that includes many international students. Limited class size, a fully certified faculty, the majority of whom have Masters Degrees, and the presence of many Special Area teachers enable the school to maintain consistently high expectations of all students while ensuring individual attention. Foreign language instruction, whole language with a strong phonics component, Algebra I and project-based learning experiences enhance the curriculum.

Leadership, respect, responsibility and commitment to faith are fostered through a variety of enrichment activities. The School and Parent Guild, sponsors dances, food drives and other service projects. Basketball, cross country and other teams are coached by volunteer parents. Altar servers participate in school liturgies and celebrations. St. Bernadette School's Extended Day program is designed to provide a safe environment with supervised homework time and activities to expand children's horizons.

Religion

Religious education initiates students into the heart and beauty of Catholic Christian teaching centered on the life of Jesus and the values of His Gospel. The program promotes a continuing commitment to religious literacy through a systematic presentation that is developmentally appropriate. Students receive formal instruction daily, combined with prayer experiences, multicultural global awareness, Scripture study and liturgical celebrations. Catholic Christian values permeate all areas of the school's curriculum, culture and climate as students, teachers and staff embrace a way of thinking and interacting with one another consistent with Gospel values. All members of the St. Bernadette School community are encouraged to grow closer to God and to live lives that reflect that relationship.

Prayer, penance and service programs, recitation of the Rosary, as well as weekly Mass attendance are among the supplementary activities of the Religion curriculum.

Literacy/Language Arts

Literacy/Language Arts is the process through which a learner independently applies the appropriate strategies to read, write, listen, speak, and think in order to gain or communicate meaning. Most importantly, Literacy/Language Arts promote reading, writing, listening, speaking and thinking as critical tools in lifelong learning. The development of this process stems from balanced, explicit, and diagnostic instruction that is student-centered and takes place within a meaningful context. Students develop competency through the guided use of a variety of genres including basal texts, children's literature, adolescent literature, informational texts and content-area materials. The integration of literacy skills across curriculum disciplines fosters the growth of student competencies. Regularly scheduled classes in the school Media Center extend student exposure to children's and adolescent's literature.

Mathematics

St. Bernadette School offers a comprehensive mathematics program using the Saxon Math Program in Grades K-6 and a variety of materials in Grades 7 and 8. Incremental development, continual review and frequent cumulative testing are the pillars of the Mathematics program that is at the core of St. Bernadette School's mathematics curriculum. Incremental development describes the method in which concepts are taught in small, easily understood sections presented in individual lessons taught over the course of the academic year. The process of continual review helps to foster assimilation, mastery, and complete understanding of concepts and skills. Frequent cumulative testing allows students to demonstrate their

mastery of skills before new concepts are introduced. Assessments encompass all concepts and skills that students have practiced.

Social Studies

St. Bernadette School's Social Studies curriculum encourages students to see themselves as part of a larger community. The studies of communities evolve through the grades and include families, classrooms, cities, countries and the world. Multicultural awareness and a celebration of differences are central themes. Students gain knowledge of geography and map skills to develop a better understanding of the world around them. Intermediate and Middle School classes focus on American and world history, geography and government. Class projects and a variety of field studies encourage students to demonstrate understanding of their place in society while expanding their interaction with the global community.

Science

The science curriculum is designed to introduce three major content areas: specifically, physical science including physics and chemistry, earth and space science, and life science or biology. Students in grades K-8 are instructed in these areas through a spirally developed sequence utilizing the inquiry method with a hands-on approach to learning. At the earliest levels, topics are introduced while at other levels these same topics are reviewed and/or explored in more depth. Emphasis is placed on scientific investigation based on student questions, data gathering, research, observation and experimentation.

Science instruction is further enhanced using videos, computer software, textbook articles, outreach programs, and field trips to achieve an in-depth understanding of the subject matter and its relationship to the natural processes in our environment.

The program is taught in the primary grades by classroom teachers and in grades 4-8 by science specialists. Grades 4 and 5 are currently participating in a dynamic hands-on program entitled the "STEP" Program, an acronym for "Science through Experiments Program." Grade 6-8 classes are conducted in the school's lab, which is equipped with a variety of materials designed to extend students' active learning. Students in Grades 5-8 also participate in the Interactive Science curriculum by Pearson Prentice Hall.

Technology Education

The computer education program encompasses a comprehensive approach to developmentally appropriate technology skills. Concepts and specific skills are introduced, mastered and extended at appropriate grade levels and include: technology awareness, keyboarding, paint, draw and graphics, word processing, information systems, network awareness, Internet/Telecommunications, multimedia, video, electronic presentations, databases, spreadsheets, desktop publishing and programming. St. Bernadette School offers a program correlated to the National Educational Technology Standards taught in the school's Media Center and supported through a school-wide Internet-accessible computer network. A wireless Mac Lab is available allowing all teachers to integrate technology into the curriculum.

World Language

The study of Spanish language and culture is introduced in the pre-kindergarten classes and continued through to grade 8. Beginning in the kindergarten, classes are conducted weekly and increase in frequency in the middle grades. Students learn using interactive videos and text

materials to apply vocabulary to oral and written projects that foster the development of comprehension and conversational skills.

During the 2008-2009 school year, Latin was introduced for Grade 6. All sixth grade students will study Latin.

Physical Education

The main objective of Physical Education at St. Bernadette School is for the children to understand the human body's potential for movement in order to enjoy a lifetime of physical activity. A second objective is to instill in the children the need to strive for a life of good physical health, which comes from knowledge of proper nutrition, knowledge of health issues and knowledge of physical skills and incorporating this knowledge into their lifestyle. A third objective is for the children to have fun playing age-appropriate games and activities. Physical Education for pre-school through third grade consists of movement exploration skills, motor, balance and manipulative skills, music and age appropriate games and activities. Physical Education for grades four through eight consists of basic sports' skills, physical fitness skills, games and activities, age-appropriate challenges and group problem solving and concepts such as offense, defense, teamwork and sportsmanship.

Creative Arts

Students experience opportunities to enjoy and be fulfilled by their own creativity and self-expression through a variety of interactive experiences. Integrated in core curriculum studies and with special instructors in the areas of art, drama and music, students explore their uniqueness. All students participate in school performances at Christmas as well as during holiday and liturgical celebrations. Grade 1-3 students perform a Spring Concert and students in Grades 4-8 may choose to participate in the Spring Show. All students participate in Arts Night, which is held in March to celebrate Youth Arts Month.

Report Cards/Progress Reports

Report Cards

These are important tools for communication. Report Cards are issued four (4) times during the academic school year approximately every nine (9) weeks.

Grading Scale

A+= 98-100

A = 93-97

A- = 90-92

B+ = 87- 89

B = 83-86

B- = 80-82

C+ = 77 - 79

C = 73-76

C- = 70-72

D = 66-69

F = 65 or below

Progress Reports

Progress Reports will be given mid-way between each nine-week grading period. In the final grading period only those students whose performance has significantly changed or whose performance has consistently been poor will receive a Progress Report.

Parent/Teacher/Student Conferences

One Parent-Teacher-Student Conference is held each year. School is not in session during conferences. Parents requiring additional conferences during the school year may make arrangements with the individual teachers.

In grades 6-8, parents will meet with their child's homeroom teacher. At that time, arrangements can be made if the need arises for them to speak with another teacher in a specific subject area.

Student Records

Students requesting records/transcripts/recommendations must allow for a minimum of five school-days for the School Office to process their request. All forms must be submitted to the St. Bernadette 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.

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

Testing

At a teacher and/or administrators' discretion, students may be allowed to complete additional work to improve their understanding. At the direction of the Worcester Diocese Catholic School office, the Terra Nova test is given in Grades 2 through 8. This is a standardized test administered to public, private and parochial schools nation- wide. Parents will receive a copy of the test results with the final Report Card mailed in June.

Promotion Policy and Retention Policy

Advancement to the next grade in St. Bernadette School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (66% or higher).

In some situations the administration may recommend limited participation in extracurricular activities until a student is deemed "in academic good health".

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If there are concerns regarding a student's ability to complete the assigned homework, the teacher should be contacted.

The following is a guide for the amount of time an average student will spend on homework:

Grade 1	10 - 20 minutes
Grade 2	20 - 30 minutes
Grade 3	30 - 45 minutes
Grade 4 and 5	60 - 90 minutes
Grades 6, 7 and 8	90 - 120 minutes

STUDENTS WHO FORGET HOMEWORK WILL NOT BE ALLOWED TO CALL HOME.

Homework assignments must be the student's original ideas, words, etc. Plagiarism is to copy from a book, computer, Internet or from another student. This type of work will not be accepted and will influence the student's grade. Parents should encourage their children to complete homework independently.

No tests will be given on Mondays or the first day of the school week. No projects will be due on Monday or the first day of the school week. Exception may be made for World Languages because of a limited number of scheduled classes .

Media Center

The school has a well-equipped Media Center. Students are encouraged to use the Media Center for curricular enrichment and pleasure reading. The following rules are to be observed:

Borrowed books are to be returned on time and in good condition.

Books damaged or lost must be paid for by the student before any other materials may be checked out.

Field Studies

- Field studies are designed to correlate with teaching units and to achieve curricular goals.
- All grades do not always have the same number of field studies.
- Field studies are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- All parents will be afforded an opportunity to accompany students on a rotating basis provided they have met all Safe Environment requirements. Parents who wish to accompany a child due to a serious medical condition may do so at their own expense. In such circumstances the parent must indicate their preference to accompany their child at the time the field study is announced and the permission slip is returned to the classroom teacher. The Catholic School Office requires this information be sent to their attention prior to the field study date.

- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field study due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field study activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
- A field study permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out, copy, or print the form provided. Call the school for information needed to complete the form. A telephone call will not be accepted in lieu of the proper field trip permission slip.
- Parents may refuse to permit their child from participating in a field study by stating so on the proper form.
- Students who are participating in the field study must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field study and will be counted absent for the day.
- All monies collected for the field study are non-refundable.
- Cell phones are not allowed on field studies unless otherwise directed by the teacher and/or administration.

Sports Participation

All students participating in sports at Saint Bernadette School must submit a copy of a physical exam done within the last 13 months. No student will be allowed to practice or play a sport until the health office has received this information and cleared him or her with the coaches to participate.

Uniform Policy 2011-2012

Girls' Uniforms

Winter / Full Dress Uniform- includes sweater

Grades K – 3 plaid jumper

Grades 4 – 5 plaid skirt

Grades 6, 7 & 8 A-line Khaki kilt

Long uniform slacks (pleated or plain front) may be worn in winter

Grades K-6 Navy Grades 7-8 Khaki

Grades K-3 White Peter Pan collar blouse (short and/or long sleeves)

Grades 4-8 White or blue button down oxford cloth shirt (short and/or long sleeves)

Grades K-8 Plain White Turtleneck

Grades K-8 Navy blue sweater, cardigan or v-neck, or vest, fleece or knit, with colored logo.

Navy blue ankle or knee socks, navy blue tights during winter months (grades K-8)

Optional White socks or tights for grades 6-8

Approved dark dress shoes with **non -scuff** soles (1" heels or lower, no clogs or open toe shoes)

These must be purchased at our approved uniform suppliers. Black sneakers are not an option

Summer Uniform

Grades K-5 Navy blue walking shorts or skort

Grades 6-8 Khaki walking shorts or skort

Grades K-8 Pale blue or white polo, white blouse, short or long sleeves

Approved dark dress shoes with non -scuff soles (1" heels or lower, no clogs or open toe shoes)

These must be purchased at our approved uniform suppliers. Black sneakers are not an option.

Navy blue socks

Optional White Socks for Grades 7-8

Grades K-4 Optional Knit Polo Dress Navy Short Sleeve

Boys and Girls Physical Education Uniform

Grades PK-4 Navy blue sweat shirt with logo

Grades PK-4 Navy blue sweat pants with logo (mesh shorts in warm weather)

Grades 5-8 Navy blue wind pants/nylon/sweatpants and jacket (mesh shorts in warm weather)

Grades PK- 4 Grey uniform T-Shirt short or long sleeves with logo

Grades 5-8 Grey Performance Athletic Tee

Any type of sneakers and white socks

For Full Dress Uniform days sweaters must be worn. Fleece may not be worn.

For Full Dress Uniform Days jumpers or skirts must be worn. Pants may not be worn.

All students will be required to have a logo sweatshirt (grades PK-4) or Logo jacket (grades 5-8) for field studies (trips).

Boys' Uniforms

Winter / Full Dress Uniform- includes sweater

Grades K-5 Navy pants and white or blue oxford shirt

Grades 6-8 Khaki pants and white or blue oxford shirt

Grades K -5 Plaid tie Grades 6 Navy blue tie Grade 7-8 Any combo of Red, Blue, or white tie

Grades K-8 Navy blue sweater, cardigan or v-neck or vest, fleece or knit, with colored logo.

Grades 4-8 belt, black or brown (not optional)

Approved dark dress shoes with non -scuff soles (1" heels or lower, no clogs or open toe shoes)

These must be purchased at our approved uniform suppliers. Black sneakers are not an option

Navy blue socks

Summer Uniform

Grades K-5 Navy blue walking shorts

Grades 6-8 Khaki walking shorts

Grades 6-8 may wear long khaki slacks

Grades K-8 pale blue or white polo shirt short or long sleeves

Approved dark dress shoes with non -scuff soles (1" heels or lower, no clogs or open toe shoes)

These must be purchased at our approved uniform suppliers. Black sneakers are not an option

Navy blue socks

Boys and Girls Physical Education Uniform

Grades PK-4 Navy blue sweat shirt with logo
Grades PK-4 Navy blue sweat pants with logo (mesh shorts in warm weather)
Grades 5-8 Navy blue wind pants/nylon/sweatpants and jacket (mesh shorts in warm weather)
Grades PK- 4 Grey uniform T-Shirt short or long sleeves with logo
Grades 5-8 Grey Performance Athletic Tee (not optional)
Any type of sneakers and white socks

For Full Dress Uniform days sweaters must be worn. Fleece may not be worn.

For Full Dress Uniform Days jumpers or skirts must be worn. Pants may not be worn.

All students will be required to have a logo sweatshirt (grades PK-4) or Logo jacket (grades 5-8) for field studies (trips).

Official Suppliers of St. Bernadette School Uniforms:

ALLEN'S UNIFORMS

**452 W. Boylston Street
Worcester, MA 01606
508-853-1993**

J.B. EDWARDS UNIFORM COMPANY

**71 Pullman Street
Worcester, MA 01605
508-853-2071**

LAND'S END UNIFORMS

**www.landsend.com
800-469-222**

Remember to enter our Preferred School Code #90003397

Jewelry and Hair

• *Earrings*

If girls choose to wear hoop earrings, those earrings must not exceed the size of a quarter.

• *Hair*

Student's hair is to be neatly styled at all times.

Boys may not sport shaven heads, stylized haircuts, designer lines or braided hair.

Hair long enough to cover the ears or go over the back of the shirt collar is not permitted for boys.

The coloration or highlighting of hair is not permitted for either gender. Boys may not wear ponytails.

• *Make up*

Make up is not permitted

Nail polish is permitted but must be clear or light pink

Eighth grade girls may earn the privilege of "Tasteful Make-up Fridays" at the discretion of faculty and administration.

Failure to comply with the uniform code may result in administrative action.

Out of Uniform Guidelines

Students may wear:

- *jeans
- *tennis shoes
- *short socks
- *shorts no shorter than two inches above the knee
- *skirts no shorter than two inches above the knee
- *skorts
- *sweatshirts
- *jogging suits
- *nail polish (Light Pink only)
- *jewelry
- *hoop earrings
- *large earrings
- *dresses
- *slacks
- *crocs

Students may not wear:

- *flip-flop sandals
- *open back shoes
- *tank tops
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *biker shorts
- *pajama pants
- *make-up
- *low cut blouses/tops
- *clothing that is extremely tight
- *hats

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.

Conduct

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, fostered in the home and guided by faculty, staff and administration, will indicate to them. The 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, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school. Key chains and toys including stuffed animals may not be attached to student backpacks. The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

Off-Campus Conduct

The administration of St. Bernadette School reserves the right to discipline its students for off-campus behavior that is detrimental to the school and/or not in line with behavior expectations of its students during the course of the school day because it can impact student behavior and safety on campus. This off campus behavior includes, but is not limited to cyber-bullying.

Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion

Cell phones must be turned off on school property. **VIOLATION OF THIS MANDATE CAN RESULT IN THE PHONE BEING CONFISCATED.**

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Cheating

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

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at

the discretion of the Principal and/or Faculty who monitor the detention. **DETENTION TAKES PRECEDENCE OVER APPOINTMENTS, PRACTICES, LESSONS, BALLGAMES, ETC.**

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$65.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension. Grades will be adjusted on the completed work.

Expulsion

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

Harassment

St. Bernadette School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (seriously, in jest or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment.

Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook, or other online social network etc. 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 parish.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Gum

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students chewing gum during the course of the school day, at Extended Day or extracurricular activities or during dismissal. Gum chewing is not allowed on Field Studies.

The School Environment: Health and Safety

St. Bernadette School strives to ensure the school environment is favorable to children with asthma. The school does not keep furry and feathery pets and has a non-smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. Children are encouraged to leave the room and go and sit at the office if particular fumes trigger their asthma.

Child Abuse Laws

St. Bernadette School abides by the Child Abuse laws of the Commonwealth of Massachusetts. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Emergency Drills

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

- Rise in silence when the alarm sounds;
- Close windows and doors;
- Walk to the assigned place briskly, in single file at all times, and in silence;
- Stand in a column of two's, facing away from the building;
- Return to building when signal is given.

Crisis Plan

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

1. St. Bernadette Church
2. The Pastoral Center

A Connect- Ed message will be sent to all parents letting them know where to pick up students.

Weather Emergencies

Should it be necessary to close the school early because of weather conditions, an announcement will be made over local television stations. St. Bernadette School follows the Northborough/Southborough public schools schedule in relation to snow days. St. Bernadette School has also joined with other Catholic schools in the Worcester Diocese in contracting with ConnectEd, an automatic notification system that will automatically send a message in the event of a closing due to a weather emergency.

Allergy Aware School

Saint Bernadette School is an “Allergy Aware School”. This does not mean we are allergy or nut free. What it does mean is that we have food policies and procedures in place to keep students with allergies as safe as possible in the school setting.

Food Allergy Policy

Saint Bernadette School is an “Allergy Aware School”. This does not mean we are allergy or nut free. What it does mean is that we have food policies and procedures in place to keep students with allergies as safe as possible in the school setting.

St. Bernadette School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Bernadette School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Training

In order to minimize the incidence of life threatening allergic reactions, St. Bernadette School will provide training and education for all St. Bernadette School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy. Training will be provided to Health Office Staff and designated school personnel on:

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen.
- Policy and procedure will be reviewed at the beginning of every school year
Per the Massachusetts Department of Public Health, only Health Office Nurses and designated trained school personnel will administer EpiPens in an emergency situation to known allergy children.

Procedures for Life Threatening Allergy Issues

Notification

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classroom will have easy communication with the school nurse by such means as functioning telephone, walkie-talkie or cell phone.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers, aides and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Sharing or trading food in the class will be prohibited.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

In the lunchroom, a “Safe -Zone” table will be established and maintained as for **all** students with food allergies. **If you do not want your child to sit at this table, you must sign the Allergy Free Table Release Form which may be obtained from the Health Office.**

Under Massachusetts General Law Chapter 105 CMR-1171, a licensed nurse must have a medication order from a licensed prescriber in order to administer any medication, whether it is a prescription drug or an over- the- counter medication. Students are not allowed to carry prescription medications unless specifically directed by Health Office staff.

Medication Administration Policy

A written order from a licensed prescriber must be submitted for each medication dispensed from the Health Office. The order must be signed, dated, for a closed period of time and include instructions for dispensing.

In addition, a written dated request signed by a parent/guardian must be submitted to the Health Office for each medication.

All medications to be dispensed from the Health Office either prescribed or over the counter, including inhalers, must be brought to the nurse in the original properly labeled container.

Each school calendar year requires a new written order from the licensed prescriber and written parent/guardian request for the dispensing of the medication.

Combined licensed prescriber order/parent consent forms may be obtained from the school nurse.

Extracurricular Activities

Eligibility Policy

The intent of this policy is to encourage students to achieve the best they can in academics in order to qualify for extracurricular participation. If a student has any grade lower than a C for any subject on a report card, that child will not be allowed to participate in ANY extracurricular activity until the interim report indicates the absence of any grade lower than a C. This includes athletic participation, clubs, etc. Eligibility for participation in fall sports will be determined by 4th marking period grades from the previous year. Students who are in special learning programs involving IEP's will be evaluated on an individual basis by the administration and appropriate personnel. A student who receives a Notice of Concern in one marking period will be suspended from the team or group activities until such time as the student has regained academic good health, as determined by the administration. Reinstatement may depend on the outcome of a parent/teacher/principal and student conference.

Sports Participation

All students participating in sports at Saint Bernadette School must submit a copy of a physical exam done within the last 13 months to the St. Bernadette School Health Office. No student will be allowed to

practice or play a sport until the Health Office has received this information and cleared him or her with the coaches to participate. Students must be in compliance with the school's Extracurricular Eligibility Policy.

School Field Studies

The school nurse will recommend to the Administration the appropriateness of each field study and consideration of safety of the student with life-threatening allergies.

Protocols for field studies will include timely notification to the nurse.

Medications including an EpiPen and a copy of the student's Emergency Health Care Plan must accompany the student.

A cell phone or other communication device must be available on the study for emergency calls. The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

Field Study Permission Slip

To Whom It May Concern:

I hereby ask permission for my son/daughter _____

to attend _____
(Description if place or activity)

leaving on _____;

time leaving _____;

time returning _____.

Educational Purpose of the Study _____
_____.

Students will need: _____

I do not hold anyone connected with this activity responsible if any misfortune should occur. I understand and support the fact that my son/daughter must comply with the directions given by the school to the group involved in this activity.

In order for my child to go on this field study he/she must have all assignments up to date and must have acceptable behavior prior to the field trip.

Transportation: _____

Signed: _____

Date: _____

Principal: _____

(Keep for emergency purposes.)

Saint Bernadette School Acceptable Use Policy for Technology

Overview

The goal of St. Bernadette School in providing Internet access to our students is to promote educational excellence in our school by facilitating resource sharing, innovation and communication.

The use of this access must be in support of education and research consistent with educational objectives. The purpose of this agreement is to provide guidelines for Internet use, so that students will be aware of the responsibilities they are about to acquire.

The Internet is a vast collection of computers and users that have the ability to share information. Each computer that is connected becomes part of this global network. This allows individuals to quite easily send electronic letters, voice and video messages, pictures, and programs. Internet use enables teachers to bring experts right into the classroom and provides immeasurable resources with which to enhance the curriculum.

Telecommunications Use Agreement

Adapted from NCEA's "From the Chalkboard to the Chatroom".

1. As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Bernadette School:
2. Students must recognize that all computer users have the same right to use the equipment; therefore, students will not use the computer resources for non-academic purposes. They will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. In the computer lab, students will talk softly and work in ways that will not disturb other users. They will keep the computer work area clean and will not eat or drink in the computer lab.
3. Students must recognize that software is protected by copyright laws; therefore, they will not make unauthorized copies of software and will not give, lend, or sell copies of software to others. They should understand that they will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
4. Students must recognize that the work of all users is valuable; therefore, will protect the privacy of others by not trying to learn their password; Students will not copy, change, read, or use files from another user without prior permission from that user; they will not attempt to gain unauthorized access to system programs for computer equipment; they will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
5. Students must honor the school's procedures for the storage of information and realize that after prior notice has been given, files may be deleted from the system

to protect the integrity of the network or because of space limitations on the computer's hard drive.

6. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.
7. 6.As a user of a network, students will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
8. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
9. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.
10. Students will promptly disclose to the administration or teacher any message that is inappropriate or makes them feel uncomfortable.

Acceptable Use Agreement

I/We have read the Internet Acceptable Use Policy, understand it, and agree to adhere to the principles and procedures detailed within. I/We understand and accept the conditions stated above. I/We understand that my/our student is expected to use good judgment and follow the Policy in making electronic contact with others. Parent permission will be obtained prior to a student's work with their name being put in a school's web site on the Internet.

Should my student breach this policy, I understand that the consequences of this violation could result in but are not limited to:

- Revocation of all network access on the school's network
- Suspension of computer access
- Revocation of computer access
- School suspension
- School expulsion
- Legal action and prosecution by the authorities

If you choose to deny direct Internet access to your student at this time, you are refusing permission for individual exploration only. Students may still be exposed to information from the Internet guided curricular activities at the discretion of their teachers. A student will not have individual Internet access without a signed Acceptable Use Policy.

Revised 9/06

Please read, sign and return this page

Student's Name: _____ ***Grade:*** _____
Please Print

Signature: _____

Student's Name : _____ ***Grade:*** _____
Please Print

Signature: _____

Student's Name: _____ ***Grade:*** _____
Please Print

Signature: _____

Parent's Name: _____ ***Date:*** _____
Please Print

Signature: _____

Photo-Video Release

To whom it may concern:

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

Signed: _____

Date: _____

Return by September 19, 2011

St. Bernadette School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Envelope or through e-mail communication.

