



**PARENT/STUDENT HANDBOOK**

*2007-2008*

***St. Bernadette Catholic School***

266 Main Street  
Northborough  
MA 01532



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,

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 principal 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 principal 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 challenging, quality education, which focuses on the development of the whole child. In partnership with the family, we encourage our students to exemplify Christian morals and values.

## **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**

- |                         |  |
|-------------------------|--|
| <b><u>Spiritual</u></b> | To recognize the face of God in each person, event and experience of life.   |
| <b><u>Academic</u></b>  | To acknowledge the different levels of ability, development, and learning styles in children by providing academic activities which are appropriate to their maturation. |
| <b><u>Physical</u></b>  | To develop the "whole" child by providing appropriate activities and information that will bring about a sense of health and well being.                                 |
| <b><u>Social</u></b>    | To create a bond of community – a community where both giving and receiving are central.   |

# **ORGANIZATION AND PERSONNEL**

## **ADMINISTRATION**

Mrs. Deborah O'Neil	Principal
Mrs. Julianne Morin	Assistant Principal
Mrs. Janice Varney	Student Accounts
Mrs. Annamarie O'Donnell	Secretary
Mrs. Bernadette Aube	Receptionist
Sr. Mary Therese	Receptionist
Mrs. Maggie Lellman	Advancement

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

## **MIDDLE SCHOOL FACULTY**

Mrs. Mary Anne Streich	8A	Grade 6,7,8 Social Studies
Mrs. Nicole Olsen	8B	Grade 6,7,8 Science
Mrs. Sharon Drake	7A	Grade 6,7,8 Language Arts
Mr. Richard Quaglieri	7B	Grade 6,7,8 Math
Mrs. Julie Doucette	6A	Grade 6,7,8 Literature
Mrs. Loretta Carroll	6B	Grade 6,7,8 Religion
Ms. Morgan Barbato	5A	Grade 5 Religion, Social Studies
Mrs. Linda Boyer	5B	Grade 5 Math, Science
Ms. Sarah Healy	5C	Grade 5 Language Arts, Reading
Mrs. Danielle Colvert	4A	Grade 4 Math, Science
Mrs. Lynn Holmes	4B	Grade 4 Language Arts, Reading
Mrs. Patricia Gorman	4C	Grade 4 Religion Social Studies

## **PRIMARY SCHOOL FACULTY**

Mrs. Lisa Reade	3A	All Subjects
Ms. Elizabeth Estaphan	3B	All Subjects
Ms. Diana Peters	3C	All Subjects
Mrs. Karen Samson	2A	All Subjects
Ms. Kristen Winslow	2B	All Subjects
Mrs. Julie Shaw	2C	All Subjects
Ms. Jennifer Stuart	1A	All Subjects
Ms. Pamela Gorczynski	1B	All Subjects
Mrs. Kym Dufault	1C	All Subjects

## **EARLY CHILDHOOD FACULTY**

Mrs. Annette Dalbec	KNA Teacher
Mrs. Carolyn Marinelli	KNA Classroom Aide
Mrs. Jennifer Jordan	KNB Teacher
Mrs. Kathleen Karge	KNB Classroom Aide
Mrs. Carol Gough	KNC Teacher
Mrs. Josie Fox	KNC Classroom Aide
Mrs. Liz Lapolito	KNC Classroom Aide
Mrs. Deborah Burke	Transitions
Mrs. Mary Weaver	Transitions
Ms. Donna Zollo	PK4
Mrs. Karen Rogers	PK4
Mrs. Brenda Scesny	PK3
Mrs. Donna Winchester	PK3

## **RESOURCE FACULTY**

Mrs. Nancy Connor	Resource - Middle
Mrs. Susan Hamilton	Math Resource Grade 5-8
Mrs. Deborah Cunningham	Resource- Primary

## **SPECIAL AREA TEACHERS**

Mrs. Peg Lien	Grade 4-8 Art
Mrs. Helen Garcia	Grade K-3 Art
Mr. Richard Stemple	Grade K-8 Music
Mrs. Meghan Gasek	Grade TK-8 Technology
Mrs. Jan Berry	Grade PK-8 Library
Mrs. Ann Keegan	Grade PK-8 Spanish
Mrs. Amy Panechelli	Grade PK-8 Gym

## **SUPPORT STAFF**

Mr. Jim Finn	Facilities Manager
Mr. Natalino Silva	Custodian
Mrs. Jan Hardy	School Nurse
Ms. Lori Howard	Extended Day Director

## **ST. BERNADETTE PARISH STAFF**

Fr. Stephen Gemme	Pastor
Deacon George O'Connor	Deacon
Sr. Muriel Audette	Pastoral Assistant
Mrs. Ginny Boland	Administrator Religious Education
Ms. Cheryl Charest	Parish Secretary
Mrs. Amy Halloran	Parish Business Manager
Mrs. Michelle Davis	School Business Manager
Mr. Thomas Lowe	Director of Music

## **SCHOOL BOARD MEMBERS**

Mrs. Nadine Henderson  
Chair  
Mr. Ralph Tricomi  
Mr. John DiBenedetto  
Mrs. Cynthia Franks  
Mr. Michael Nikosey  
Mr. Michael Philipps  
Mrs. Mary Riordan  
Mr. Harinder Soin  
Mrs. Cathy Lambert

## **PARENT GUILD OFFICERS**

Mrs. Cathy Lambert  
Chair  
Mrs. Ann Morgan  
Co-Chair  
Mrs. Joanne Rino  
Mrs. Marybeth Ryan



*St. Bernadette Catholic School*  
266 Main Street Northboro, MA 01532

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### **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 which 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 Policy**

Applications for Financial Aid will be available following Re-Registration and Registration for the next academic year and may be obtained from the St. Bernadette School Office after February 2. Deadline for submitting paper applications is on or before April 2. Deadline for submitting online applications is April 16. The allocation date for paper and online applications that are submitted on time is May 15, prior to the first tuition payment in July. Applications for the second round with limited funding for new students enrolling after April 17, must be submitted on or before September 7, for paper applications, or September 21 for online applications. The application date for this second round is on or before September 7, for paper applications and September 21, for online applications.

### **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 1<sup>st</sup> 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 priorities will be used to accept students to St. Bernadette School:

- Members of St. Bernadette Parish
- Members of other parishes
- Non-Catholic students

Children entering Pre-K3 must be three (3) years of age by September 1<sup>st</sup>

Children entering Pre-K4 must be four (4) years of age by September 1<sup>st</sup>

Children entering Kindergarten must be five (5) years of age by September 1<sup>st</sup>

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 I.E.P.s or 504 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 504

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.

## **Parent's 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 take 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;

Completes assignments on time; and

- To actively participate in school activities such as Parent-Teacher Conferences;
- 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 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.

### **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.

### **General Information**

#### **School Day**

The school is responsible for the students from 8:15 a.m. until 3:10 p.m. 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 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. Afternoon Dismissal time is 3:00 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 are 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 Northboro 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 Northboro Public Schools are remaining open. If you do not hear that Northboro schools are canceled and/or that St. Bernadette School is cancelled, THEN THERE WILL BE SCHOOL. Be sure to look for both Northboro 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 Northboro Cable TV station  
Telegram and Gazette City Line:      792-9400 (catalog #4233)

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. Please complete the form at the end of this handbook and return it to school as soon as possible.

Thank you for your cooperation – we certainly do not want any family to be left out of the “loop” when it comes to emergency notification. In addition, this system may be used to remind families of important upcoming events.

### **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.
- 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 restaurant parking lot.
- Parents who drop off their children in the morning are asked to arrive by 8:10 a.m.

### **Dismissal**

Afternoon pick-up is 3:05 PM for students from Kindergarten to Grade 8.

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.

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.

### **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.

### **Morning Recess**

The students in Grade K through 5 have a break each morning at which time snacks may be eaten.

### **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 school office and we will be sure your child(ren) receives it before going to the cafeteria for 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 the Diocesan mandated background check and complete the Healing and Prevention course.

### **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. Official envelopes containing all correspondence are sent home on Fridays and should be 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.

### **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 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 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. The beneficiaries of the project are the Mercy Center, a Special Education school run by Catholic Charities and an as yet undesignated Catholic school in New Orleans.

### **Gifts**

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.

### **Attendance**

#### **Phone Calls**

Emergency phone calls by the students may be made at the school office with the Principal's permission. Students may not call home for forgotten assignments.

The school number is 508/351-9905.

The Early Childhood Center (ECC) is 508/351-5630

The School Nurse's 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 for 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.

## **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 Student Council sponsors dances, food drives and other service projects. Basketball, cross country and softball 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 library extend student exposure to children's and adolescent's literature.

### **Mathematics**

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 gain a better understanding of the world around them. Intermediate and junior high classes focus on American and world history, geography and government. Class projects and a variety of field trips 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.

### **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 Technology Center and supported through a school-wide Internet-accessible computer network.

### **World Language**

The study of Spanish language and culture is introduced in the kindergarten classes and continued through the grade levels to grade 8. Beginning in the kindergarten, classes are conducted weekly and increase in frequency in the middle and upper 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.

Eighth graders complete one semester of Spanish language study and in their final semester are introduced to the study of French. This approach provides students with an introduction to another language prior to entering high school.

### **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 and in the springtime as well as during holiday and liturgical celebrations.

### **Grading Scale**

***A+= 95-100***

***A = 90-94***

***B+ = 85 – 89***

***B = 80-84***

***C+ = 75 – 79***

***C = 70-74***

***D = 65-69***

***F = 64 or below***

### **Report Cards/Progress Reports**

#### **Report Cards**

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

#### **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**

In general, students will not be permitted to retake a quiz or a test in order to improve their academic standing. 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 standards based test administered to public, private and parochial schools nationwide. 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. The administration may recommend limited participation in extracurricular activities until the 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.

### **Library**

The school has a well-equipped library and media center. Students are encouraged to use the library 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.

Students who have lost or damaged books do not receive quarterly report cards until their account is cleared.

### **Field Trips**

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip 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 trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
- A field trip 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 and use or copy 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 trip by stating so on the proper form.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All monies collected for the field trip are non-refundable.
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

## **Uniform Policy**

All regular school uniforms must be purchased from:

J.B. Edwards Uniform Company  
71 Pullman Street, Worcester, MA 01605 Phone: 508/853-2071  
Hours: Tuesday-Saturday 10:00 am – 5:00 pm  
Website: [www.jbedwarduniforms.com](http://www.jbedwarduniforms.com)

### **Girls' Uniforms**

- *Full School Uniform- includes sweater*

Grades K – 3 plaid jumper

Grades 4 – 8 plaid skirt

Grades 6-8 optional navy kilt

Long navy blue uniform slacks may be worn in winter

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

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

Navy blue knee socks, navy blue tights during winter months.

Dark dress shoes (1" heels or lower, no clogs or open toe shoes.) Shoes should have non-scuff soles.

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

- *Summer Uniform*

Grades K-8 Navy blue walking shorts or skort

Grades K-3 Pale blue or white polo blouse, short or long sleeves

Grades 4-8 White polo blouse, short or long sleeves

Navy knee socks, or ankle socks, dark dress Shoes

- *Physical Education Uniform*

Grades K-4 Navy blue sweat shirt with logo

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

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

Grades K-8 –Grey uniform T-Shirts short or long sleeves

Any type of sneakers and white socks

### **Boys Uniforms**

- *Full School Uniform – includes sweater*

Navy blue trousers and white shirt

Grades K –5 Plaid tie

Grades 6-8 Navy blue tie

Navy blue socks, dark dress shoes with non-scuff soles

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

- *Summer Uniform*

Grades K-5 Navy blue walking shorts

Grades 6-8 may wear long navy blue slacks

Grades K-3 pale blue or white polo shirt short or long sleeves

Grades 4-8 white polo shirt short or long sleeves

Navy blue socks, dark dress Shoes

- *Physical Education Uniform*

Grades K-4 Navy blue sweat shirt with logo

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

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

Grey uniform T-Shirt short or long sleeves

Any type of sneakers and white socks.

### **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 Principal 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 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.

### **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 (\$60.00) 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 or 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®, 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.

**Safety****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

### **Weather Emergencies**

If it should be necessary to close the school 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.

### **The School Environment**

The school does all that it can 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.

### **Food Allergy Policy**

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.

The training will be provided to ALL school employees (including office staff, food service staff, etc.), and will include (but not be limited to):

- 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.

### **Procedures for Life Threatening Allergy Issues**

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 "nut-free" table will be established and maintained as an option for students with peanut allergies.

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.

#### **Medication Administration Policy**

- A written order from a licensed prescriber must be submitted for each medication dispensed from the nurse's 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 nurse for each medication.
- All medications to be dispensed from the nurse's office, either prescribed or over the counter, including inhalers, must be brought to the nurse in the original properly labeled container.
- For short-term medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order.

- 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.

**School Field Trips**

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

Protocols for field trips 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 trip for emergency calls.

The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

**Field Trip 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 Trip \_\_\_\_\_  
\_\_\_\_\_ .

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 trip, 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.)

## **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.

### **Guidelines**

Inappropriate use and accessing Internet sites beyond teacher instruction may result in a cancellation of Internet use and other disciplinary action as deemed appropriate by teacher and/or administration discretion. The school has in place an Internet safety policy that includes the operation of a technology prevention measure that protects against Internet access for both adults and minors to visual depictions that are obscene, child pornography, and, with respect to use of the computers by minors, harmful to minors and includes monitoring the online activities of minors. An administrator, supervisor, and other authorized person may disable the technology protection measure, during use by an adult, only to enable access for bona fide research or other lawful purposes.

Users are expected to abide by the guidelines listed below for acceptable use of technological resources including the Internet. The user is personally responsible for his or her actions in accessing and using the school's computer resources.

- Computers, peripherals, and other technologies, such as personal assistants, are to be used for place page number
- legitimate educational activities.
- Use the Internet only to access educationally relevant materials
- Use e-mail for educational purposes only.
- Illegal activities, including violation of copyright or other contracts, and unauthorized access including "hacking", are strictly forbidden.
- Respect the rights of copyright owners and do not plagiarize work that you find on the Internet.
- Cite your sources. The MLA style for electronic sources is recommended. (<http://www.mla.org>)
- Use appropriate language and do not swear, use vulgarities, or any other inappropriate language.
- Do not participate in "chat rooms" or "instant messaging".
- Refrain from opening "pop-up" advertisements.
- Do not knowingly post or forward any information that is not true.
- Do not post private information about another person or post personal communications without the author's consent.
- Do not send any material that is likely to be offensive or objectionable to recipients.
- Do not reveal your personal address or phone number or the personal address or phone number of other students, faculty, or administrators.
- Do not trespass into anyone else's files, folders, or work.
- Do not share your personal account with anyone or leave the account open or unattended.

- Do not use an account assigned to another user.
- Promptly disclose to the administration or teacher any message you receive that is inappropriate or makes you feel uncomfortable.
- Do not download any files or execute attachments that you did not request or did not expect to receive.
- Do not do anything to damage any computer, software, system, or service that you are using and never send anyone else a file or command that may damage theirs.
- Network storage areas may be reviewed by a Network Administrator to maintain system integrity and to ensure that the students are using the system responsibly. Computer storage space is not private and contents may be viewed at any time.

**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

***Student's Name:*** \_\_\_\_\_

***Grade:*** \_\_\_\_\_

Please Print

***Student's Name:*** \_\_\_\_\_

***Grade:*** \_\_\_\_\_

Please Print

**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 10, 2007

**Parent Signature Page**

I have read the 2007/2008 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**DESIGNATED PHONE NUMBER FOR THE  
*ConnectEd* MESSAGING SYSTEM**

**PLEASE RETURN TO THE SCHOOL OFFICE NOT LATER THAN  
Wednesday, September 10, 2007**

**FAMILY NAME** \_\_\_\_\_

**PHONE NUMBER TO BE  
CALLED BY *ConnectEd*:** \_\_\_\_\_  
(Please print clearly)

**EMAIL ADDRESS TO BE CONTACTED:** \_\_\_\_\_