



St Bernadette School

PARENT/STUDENT HANDBOOK

2022-2023

**266 Main Street
Northborough
MA 01532**

**Phone: (508) 351-9905.
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,

Rev. Ronald G. Falco, Pastor

Mrs. Deborah O’Neil
Principal

Ms. Mary Anne Jezierski
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 adheres 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 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.

For Students

*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*

For Parents

*Heavenly Father, every parent gives You great thanks for the gift of our children.
Let us be wise as we raise them to walk in your ways.
Strengthen us so that we may help our children have the best foundation
In education, possible.
Let us always know that your strength is our strength.
Help us to have patience and endurance, and help us to appreciate the sheer joy of
having children.
Amen*

St. Bernadette School Organization and Personnel

ADMINISTRATION

Rev. Ronald G. Falco	Pastor
Mrs. Deborah O'Neil	Principal
Ms. Mary Anne Jezierski	Assistant Principal
Mrs. Michele Walsh	Admissions Director/ Business/Tech. Manager
Mrs. Melissa Kane	Finance Director
Mrs. Megan Kelleher	Advancement Director ECC Office Manager
Mrs. Denise Chatalian	Receptionist

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

EARLY CHILDHOOD FACULTY

Mrs. Sue Arsenault	PK 3
Mrs. Carolyn Marinelli	PK 3 Classroom Assistant
Mrs. Jennifer Laverdure	PK 4
Mrs. Evette Hanna	PK 4 Classroom Assistant
Mrs. Kelley Powers	PK 4/5
Mrs. Melinda Elder	PK 4/5 Classroom Assistant
Mrs. Annette Dalbec	KNA
Mrs. Lisa Guerriero	KNA Classroom Assistant
Mrs. Jennifer Jordan	KNB Teacher, Extended Day Director PK-K
Mrs. Elizabeth Deastlov	KNB Classroom Assistant

PRIMARY SCHOOL FACULTY

Ms. Casey Ondrus	1A	Grade 1
Mrs. Margaret Driscoll	1B	Grade 1
Ms. Chaya Rangaraj	2A	Grade 2
Mrs. Ani Nalbandian	2B	Grade 2
Mrs. Lisa Reade	3A	Grade 3
Mrs. Elizabeth Rodrique	3B	Grade 3
Mrs. Tammara Neville	3C	Grade 3

INTERMEDIATE AND MIDDLE SCHOOL FACULTY

Mrs. Sarin Gendron	4A	Grade 4
Ms. Laurie Murphy	4C	Grade 4
Mrs. Jennifer Smith	5A	Grade 5 LA/LIT and Social Studies
Mrs. Linda Boyer	5B	Grade 5 Math and Science
Mrs. Maryanne Swartz	6A	Grade 6 LA/Lit/Social Studies
Mr. David Lowenthal	6B	Grade 5,6,7,8, Religion
Mrs. Sonia Gera	7A	Grade 6,7,8 Math
Mr. Martin Moran	7B	Grade 6,7,8 Math
	8A	Grade 6,7,8 Social Studies
Mrs. Kaityln Gentile	8B	Science 6,7,8
Ms. Jennifer Stuart		Grade 7,8 LA/Lit., Extended Day
		Director 5-8
Mrs. Terry Hunt		Building Sub

RESOURCE FACULTY

Mrs. Anne Johnson	Reading Resource
Ms. Devan Savlon	Reading Resource
Mrs. Laura Enos	Math Resource
Ms. Madison Pawela	Math Resource

SPECIAL AREA TEACHERS

Mrs. Peg Lien	Grade 1-8 Art
Mr. Michael Jones	Grade PK-8 Music
Mrs. DeAngelis	Grade PK-7 Media
Mrs. Mary Bardellini	Library
Mrs. Cecilia Melo	Spanish Gr 4-8
Mr. Michael St. John	Grade PK-8 Physical Education

SUPPORT STAFF

Mrs. Robyn Sharp, RN	School Nurse
Mrs. Andrea Edmands, RN	School Nurse
Mr. Jarad Strout	Facilities
Mr. Tim Jackson	Facilities
Ms. Lori Howard	Extended Day Director 1-4, Summer Program
Mrs. Sally Strout	Director of Food Services

ST. BERNADETTE PARISH STAFF

Rev. Ronald G. Falco	Pastor
Mrs. Ginny Boland	Administrator Religious Education
Mrs. Celeste Mikitarian	Parish Secretary
Mrs. Amy Halloran	Parish Finance
Mrs. Lorraine Duff	Religious Education Office
Ms. Lori Howard	Youth Ministry

SCHOOL BOARD MEMBERS

Fr. Ronald Falco, Pastor	Ex Officio
Mrs. Deborah O'Neil, Principal	Ex Officio
Ms. Mary Anne Jezierski, Assistant Principal	Ex Officio
Catherine Dobay	
Fr. Kyrillos Gobran	
Amy Logue Gontarz	
Glenn Morgan	
Winston Soboyejo	
Stella Ukairo	
Mrs. Melissa Kane	Ex Officio
Mrs. Michele Walsh	Ex Officio
Mrs. Megan Kelleher	Ex Officio



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 **\$75.00** 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 **\$300.00** for all returning students due at time of re-registration.

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 March with allocation dates in May, prior to the first tuition payment due date in July. Applications for students enrolling after March will be determined by the St. Bernadette School Administration.

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.

Enrollment Policy

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 **\$75.00**, (deducted from the registration fee) and asked to submit report cards from their previous school and any **IEP or 504 Accommodations Plans** they may have.

Requirements include:

- *Health Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP or 504 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.

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, spiritual, 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 27 – 29;
- 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 Connection 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 Connection. 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 7:35 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 email.

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.

Grades PK-8 students may enter the school buildings at 7:35 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 \$30.00 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, School 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

canceled, **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, the Pastoral Center, or the Rectory.

Television Stations:

Channel 4, Channel 5, Channel 7, Channel 10

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 use is not restricted to emergency situations exclusively but may also be used to contact families regarding important school related events and reminders.

Home-School Communication

Daily Communicator Folders

In order to ensure that all communication from school reaches home in a timely manner, St. Bernadette School uses a **Daily Communicator system.** Blue plastic folders with the school crest go home every day and the students return them every morning. Teachers empty the folders each morning and send any necessary information to the Main Office. If the office has any flyers or other information to go home, they are delivered to the classrooms for students take home in the **Daily Communicator Folders.**

School Directory

In the past, the school office has created a directory and sent it home to all families. Parents will be able to select whether they would like to be in the directory and what information they would like to be visible to other parents. This will eliminate the accidental issuing of too much or not enough information in the directory. Please note there is an **“Opt Out”** option for the directory. Parents **must select if they choose not to be in the directory. The default is that the family information will be included in the directory.**

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 all 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. Should an 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 front 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 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 busiest 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 made 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 email 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. If you have a message for your child's teacher, please call the school, leave a message and the teacher will return your call when time is available.

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 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.
- Do not pull around other cars in the drop off lane
- 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 shop parking lots.**

Parents who drop off their children in the morning are asked to arrive no later than 8:15 a.m. Arrival beyond 8:15 am, students will be marked tardy. 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.

Dismissal

Afternoon pick-up is between 2:50 and 3:10 PM for students. The staggered dismissal eases congestion in the parking lot and helps to keep our 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 remain in their cars and wait for their student(s) to be escorted to them.

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 3:15 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 participate in the hot lunch program or bring their lunch from home. The hot lunches are prepared by **Sally Strout, owner of SMS Food Service**. A monthly menu/order form will be available through the Friday Virtual Envelope.

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 “**SMS Food Service**” and not to St. Bernadette School. Lunch 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 or ECC 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 visitor sticker 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 cost 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 textbooks before any final reports, transcripts, or diplomas are presented.

Lockers

Students in Grades 5-8 are 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 on the outside.

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.

Family Directory

Within the first month of the school year, each family will have access to an electronic Family Directory listing students' and parents' names, e-mail addresses, and homerooms.

The Family Directory should be used to acquaint parents with the names of their children(s) classmates and parents. The information in the directory 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 Catholic Schools in Haiti and the Diocese of New Orleans and in Springfield, MA following devastating hurricanes and tornadoes. In addition, St. 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. Curriculum Standards provide a consistent, clear understanding of what students are expected to learn.

Standards are designed to be:

- Robust and relevant to the real world
- Reflecting the knowledge and skills that young people need for success in high school and college

Leadership, respect, responsibility and commitment to faith are fostered through a variety of enrichment activities. The School and Parent Connection sponsor 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 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 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 is among the supplementary activities of the Religion curriculum.

Literacy/Language Arts

The Standards set requirements, not only for English language arts (ELA), but also for literacy in history/social studies, science, and technical subjects. Just as students must learn to read, write, speak, listen, and use language effectively in a variety of content areas, so too must the Standards specify the literacy skills and understandings required for college and career readiness in multiple disciplines.

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 literature.

Mathematics

Math Standards define what students should understand and be able to do in their study of mathematics at different grade levels. The Sadlier math program is used in grades K-4. Students in PreK 3, PreK 4 and 4/5 use the Touch Math program and teachers in Kindergarten use this program as a supplement to their Sadlier materials. Grades 6 and 7 Math classes use both the Sadlier and Glencoe programs; Grade 8 uses the Pearson/Savvas math curriculum allowing them to access their Math textbooks via their iPads. Students will study equations and inequalities, number theory, functions, polynomials, equation of line in different forms, rational expressions and quadratic functions and equations to name a few of the topics. The Middle School math team participates in various math competitions at school and state level.

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. Grades 7 and 8 will use Discovery Education's Tech Book which is delivered on line via their iPads.

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 studies to achieve an in-depth understanding of the subject matter and its relationship to the natural processes in our environment.

Science is taught in the primary grades by classroom teachers and in grades 4-8 by science specialists. Grades 6, 7 and 8 use Discovery Education's Tech Book that is delivered on line via the iPads.

The Nancy Larson Science program is used in Grades K-4 and in addition, Grades 4 and 5 are currently utilizing 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. The Middle School program includes Discovery Education Techbooks and iPad technology.

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. Two wireless Mac Labs and one iPad Lab are

available allowing all teachers to integrate technology into the curriculum. Students in Grades 6, 7 and 8 are provided with an iPad and most of their textbooks are e-books or tech books. Grade 5 has a classroom set of iPads.

World Language

The study of Spanish language and culture is introduced in the kindergarten classes and continues 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.

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 unique interests and abilities. All students participate in school performances at Christmas as well as during holiday and liturgical celebrations.

Students in Grades 4-8 may choose to participate in the Spring Show. All students participate in Arts Night, which is held in March, celebrating "Youth Arts Month."

National Junior Honor Society

Membership in the St. Bernadette National Junior Honor Society Our Lady of Lourdes Chapter is based on outstanding performance in four areas: Scholarship, Leadership, Service and Character. The moderator takes the first step in the process of determining National Junior Honor Society candidates by reviewing all grade point averages. Any student who has earned a 3.65 or greater is invited to complete an application which is then reviewed by the Faculty Council. Seventh and Eighth grade students are eligible and must submit an application outlining examples of how they meet the standards in those performance areas. Scholarship is based upon overall Middle School average. Since St. Bernadette School uses a 4.4 scale, the Faculty Council voted to increase the required grade point average to 3.65. All core subjects are weighted equally, and classes that meet less than four times a week are weighted accordingly. Eligibility is determined after the first quarter of the 7th grade. Meeting the standards of Leadership, Service and Character is determined from the information provided by the student in a portfolio along with input from the faculty. Membership is determined following a review of student portfolios and a vote of the Faculty Council. The Moderator of the NJHS then invites qualifying students to join the Our Lady of Lourdes Chapter of the NJHS.

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

<i>A+</i>	=	<i>98-100</i>
<i>A</i>	=	<i>93-97</i>
<i>A-</i>	=	<i>90-92</i>
<i>B+</i>	=	<i>87- 89</i>
<i>B</i>	=	<i>83-86</i>
<i>B-</i>	=	<i>80-82</i>
<i>C+</i>	=	<i>77-79</i>
<i>C</i>	=	<i>73-76</i>
<i>C-</i>	=	<i>70-72</i>
<i>D</i>	=	<i>66-69</i>
<i>F</i>	=	<i>65 or below</i>

Progress Reports

Progress Reports will be issued 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.

Honor Roll Recognition

St. Bernadette School recognizes student academic achievement in Grades 4-8 through an honor roll system. Honor Roll is determined by a student's grade point average for all marks earned in a given quarter. Spanish grades are included in the Grades 6-8 calculation. Honor Roll GPA is calculated by determining the sum of the numerical equivalent of the letter grades divided by the total number of courses taken during that marking period.

First Honors	All grades must be an A- (90) or better with a GPA of 3.75 or better
Second Honors	All grades must be a B- (80) or better and a GPA of 3.5 or better

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, student-led conferences are held. Parents will have an opportunity to meet with their child's teachers during that time.

Student Records

Students requesting records/transcripts/recommendations must allow for a minimum of ten 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. **School records can not be released to parents – they must be sent directly to the school that the student is transferring to.** 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 NWEA MAP Test is administered in Grades 3 through 8. This is a standardized test administered to public, private and parochial schools nation-wide. **The NWEA MAP test will be administered in the fall and spring each year.** Parents will receive a copy of the test results **once the school receives them.**

The ACRE assessment is administered to students in Grades 5 and 8 and is based on the Six Tasks of Catechises. Exploring each one and learning how it can be lived is an important part of religious education at St. Bernadette School. The Six Tasks are: Knowledge of Faith, Liturgical Education, Prayer, Moral Formation, Community Life and Teaching Missions. The results of the ACRE tests provide insight into student understanding of the tenets and practices of the Catholic Faith and help to evaluate the faith knowledge and attitudes of students in Catholic schools and parish-based religious education programs.

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 a D or an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of C- (70% 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 impact the student's grade. Parents should encourage their children to complete homework independently.

Tests are generally not scheduled on Mondays or the first day of the school week. Projects will generally not be due on Monday or the first day of the school week. This policy may be altered if circumstances warrant and students and parents will receive notification in a timely manner.

Media Center

The school has a well-equipped Media Center. Students are encouraged to use the Media Center for curricular enrichment and pleasure reading. Borrowed books are to be returned on time and in good condition.

The student must pay for books damaged or lost 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 ensure 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 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 St. 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. Please see the full Eligibility Requirements explanation on page 34 of this Handbook.

Middle School House System

The St Bernadette School House System is designed to connect students both within and across grades six through eight via a common identity, cause and activity. Each house has a unique name, a house motto, prayer, color and patron saint. Houses offer students and teachers the opportunity to work with one another outside of the academic arena. Through various activities that promote a healthy sense of school spirit, students establish relationships that transcend classrooms and grade levels. Houses also provide older Middle School students with leadership opportunities through positions on our House Council and through the organization of school-wide activities.

Each house is mentored by a middle school teacher and headed by a Leader (Eighth grader) and Co-leader (Seventh grader). Through the House Program, the middle school students have volunteered hundreds of hours and helped with many community outreach projects, learning the value of teamwork, stewardship and social justice.

Uniform Policy 2022-2023

Pre-School (3 year, 4 year, 4/5 year)

Gray uniform T-shirt with logo
Navy blue sweat shorts with logo
Optional: navy blue polo dress for girls
Gray Uniform T-Shirt (short or long sleeves) with logo
Navy Blue Sweatshirt with logo
Navy Blue Sweatpants with logo
Worn every day

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

Grades K-5 Navy Grades 6-8 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, v-neck, vest, 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)

Sperry's are acceptable. Black sneakers are not an option.

PreK3, Prek4 and Prek4/5 students should wear sneakers every day.

Students in all grade levels may purchase navy or black biker shorts to wear beneath their skirts or jumpers.

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 with logo, white blouse, short or long sleeves
Approved dark dress shoes with non -scuff soles (1" heels or lower, no clogs or open toe shoes).

Sperry's are acceptable. Black sneakers are not an option.

PreK3, Prek4 and PK 4/5 students should wear sneakers every day.

Navy blue socks, optional White Socks for Grades 7-8
Grades PK-4 Optional Knit Polo Dress Navy Short Sleeve

Students in all grade levels may purchase navy or black biker shorts to wear beneath their skirts or jumpers.

Boys and Girls Physical Education Uniform

Grades PK3 to Grade 4 Navy blue sweatshirt with logo **required for field study trips.**
Grades PK3 to Grade 4 Navy blue sweatpants with logo (mesh shorts in warm weather)
Grades 5-8 Navy blue wind pants/nylon/sweatpants with logo and wind jacket with logo (mesh shorts in warm weather) **Wind Jackets are required for field study trips.**

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

Grades 5-8 Gray Performance Athletic Tee with logo

Sneakers and blue or white socks. The knee-high patterned socks that many have been wearing with their shorts and gym uniforms are not in compliance with the policy and are not acceptable.

For Full Dress Uniform days sweaters must be worn with jumpers, skirts or pants.

All students will be required to have a logo sweatshirt (grades PK-4) or Logo wind 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 6,7-8 Any combination of Red, Blue, or White tie

Grades K-8 Navy blue sweater, cardigan or v-neck, vest, 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) Sperry's are acceptable.

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

Navy blue or black 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 with short sleeves with logo

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

Sperry's are acceptable.

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

Navy blue or black socks

Fleece vests and /or fleece sweaters are considered outerwear and may not be worn in class.

Official Suppliers of St. Bernadette School Uniforms:

ALLEN'S SCHOOL UNIFORMS

452 West Boylston Street

Worcester MA. 01606

www.allensuniforms.com

508-853-1993

LAND'S END UNIFORMS

www.landsend.com

800-469-2222

Remember to enter our Preferred School Code #90003397

Jewelry and Hair

- ***Earrings***

Boys may not wear earrings. If girls choose to wear hoop earrings, those earrings must not exceed the size of a quarter. **No other body piercing will be allowed.**

- ***Hair***

Students' hair is to be neatly styled at all times.

Boys may not sport shaven heads, stylized haircuts, designer lines, braids or ponytails

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.

The height of any headband embellishment must be limited to 2 inches.

- ***Make-up***

Make up is not permitted.

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

“Casual for a Cause” Guidelines (unless otherwise noted)

Students may wear:

- *jeans
- *sneakers
- *shorts no shorter than two inches above the knee
- *skirts no shorter than two inches above the knee
- *skorts
- *sweatshirts
- *jewelry
- *dresses
- *slacks
- *cros

Students may not wear:

- *flip-flop sandals
- *open back shoes
- *tank tops
- *T-shirts with inappropriate writing
- *biker shorts
- *leggings or yoga pants
- *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 Casual for a Cause day and may, at the administration discretion, serve a detention.

CONDUCT

Discipline should not be viewed as punishment. The aim of discipline is to institute and maintain satisfactory educational conditions free from distracting behavior. Based on the respect of authority and welfare of the group, discipline will develop the student's ideals, attitudes, and habits for Christian living. St. Bernadette School has adopted the Discipline with Purpose program to guide students in developing self-discipline that promotes respect, responsibility and a sense of community consistent with Catholic values.

The Discipline with Purpose (DwP) program is designed around 15 self-discipline skills that include the 5 basic skills of listening, following instruction, questioning, sharing time, space, people and things and exhibiting social skills. These Basic Skills are introduced and practiced in PreK to Grade 4. The Constructive Skills of cooperating with others, understanding the reason for rules, independently completing a task, exhibiting leadership, and communicating effectively are introduced to grades K-3 and internalized through Grade 7 and 8. The Generative Skills of organizing time, space, people and things, resolving mutual problems, taking initiative in problem solving, distinguishing fact from feeling and sacrificing and serving others are prompted in Grades K-7 and internalized in Grades 7 and 8.

The Discipline with Purpose skills are the basis for the St. Bernadette School Community Rules:

- 1. Respect God, yourself, others and things***
- 2. Contribute positively to the learning environment***
- 3. Follow school and classroom procedures***

Christian values and the values and virtues of our Catholic faith are the bedrock of the community rules. Here at St. Bernadette School, we recognize that life skills must be taught and modeled, and that students need guided opportunities to practice these developmental skills. When a student is in need of such a growth opportunity, staff will exercise options to teach skills and redirect the student to self-discipline. When a student is unable or unwilling to demonstrate progress in practicing a skill, the staff reserves the right to defer to the school administration for further action. Response will be geared toward individual need.

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, knives, guns, matches, cigarettes, radios, toys, trading cards, cell phones, laser lights, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school. 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).

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.

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 Facebook, Instagram, Twitter, SnapChat 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. 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 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 twos, facing away from the building;
- Return to the building when a 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: **A ConnectEd 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 Connect-Ed, 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

St. Bernadette School recognizes that life threatening food allergies are a concerning 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.**

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. This is a safety measure that will ensure that your child will receive the correct medication.

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.

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 and short-term medications, i.e. those requiring administration for ten schooldays or fewer, 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 teams 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 St. 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.

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".

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:

1. 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.**
2. 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, etc. from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. 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.
4. 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.

5. 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.
6. As a user of a network, students will not use bulletin boards or chat lines for personal use. Additionally, students will not reveal 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 secrets. 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.
7. 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.
8. 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. **This includes changing of any appearance setting, screen savers on the school computers and MAC Lab units.**
9. 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.

St. Bernadette School reserves the right to amend this Handbook. Notice of amendments during the school year will be sent to parents via the Blue Folder or through e-mail communication.

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 and pertaining to all school computers, PC lab, iPads and the MAC lab. 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.

Please read, sign and return this page

Student's Name: _____

Please Print

Grade: _____

Signature: _____

Student's Name : _____

Please Print

Grade: _____

Signature: _____

Student's Name: _____

Please Print

Grade: _____

Signature: _____

Parent's Name: _____

Please Print

Date: _____

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 23, 2022**

Addenda

iPad Technology Use and Care Policy (Grades 6-8)

St. Bernadette School has purchased an Apple iPad for the Sixth, Seventh and Eighth Grade students to use for the current school year. Each student will be issued an iPad with predetermined applications (Apps) installed.

Sixth, Seventh and Eighth Grade students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at St. Bernadette School are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the iPad is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent-Student School Handbook. It is understood that members of the St. Bernadette School community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

St Bernadette School retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. St. Bernadette School retains the right to collect and/or inspect the iPad at any time, and to alter, add, or delete installed software or hardware.

1. iPads

1.1 Receiving your iPad

iPads will be distributed at the beginning of the school year after "*iPad Orientation.*" The school must receive the technology fee of \$175.00. The school will provide a protective cover for the iPad. Parents and students must sign and return the iPad Acceptable Use Policy and Pledge documents before the iPad can be issued to the student.

1.2 iPad Check-in

iPads will be returned during the final week of school.

Students who transfer or withdraw, must surrender the iPad upon termination of enrollment.

2. TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Technology Coordinators for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the St. Bernadette School Acceptable Use Policy for technology.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of St. Bernadette School.

2.2 Carrying iPads

Protective cases must be used so that the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. St. Bernadette School will provide an appropriate case.

- **iPads should always be within the protective iPad case when carried.**

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not place anything in the carrying case that will press against the cover.
- Do not place too much pressure and/or weight (such as folders and workbooks) on the iPad screen.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc as it will eventually break the screen.

3. USING YOUR IPAD AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars and schedules may be accessed using the iPad.

Students must be responsible to bring their iPad, **fully charged**, to all classes, unless specifically instructed not to do so by their teacher.

Students who repeatedly (three or more times in a quarter) fail to bring the iPad to school or maintain a fully charged battery will lose the privilege of the iPad for a time to be determined by the administration.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Loaner iPads will not be available to students who forgot to bring their iPad to school or failed to charge their iPad.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when their assigned iPads has been sent for repair.

3.3 Charging your iPad's Battery

iPads must be brought to school each day in a **fully charged** condition. Students need to charge their iPads each evening. It may take up to 5 hours to fully charge the iPad.

3.4 Screensavers/Background photos

A standard screensaver or background will be preset on the iPad and may not be changed by the student.

3.5 Photos /Video

Photo/Image storage on the iPad will be for school projects only. Storage of student personal photos or downloaded images is not allowed. **Students should not photograph, video or make a sound recording of any teacher, student or person without permission.**

3.6 Sound, Music, Games, or Programs

- Students may not download music from iTunes or any other music-sharing site unless directed by or with the permission of a teacher.
- Music is only allowed on the iPad if provided by the teacher for educational use.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. The student's parents may provide ear buds.

Non-educational games are not allowed on the iPads.

3.7 Printing

Printing is student responsibility and should be completed at home. Students will be given information and instruction on printing with the iPad at school only at the request of the teacher.

3.8 Home Internet Access

Students are allowed to set up wireless networks on their iPads to assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

4.2 Network Connectivity

St. Bernadette School makes no guarantee that the school wireless network will be up and running 100% of the time.

5. SOFTWARE ON IPADS

5.1 Originally Installed Software

St. Bernadette School will synchronize the iPads to contain the necessary Apps for schoolwork. The software/Apps originally installed by St. Bernadette School must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the school may add or modify software applications for use in a particular course.

Periodic checks of iPads will be made to ensure that students have not removed required Apps.

5.2 Inspection

Students may be selected at random to provide their iPad for inspection.

5.3 Procedure for re-loading software

If technical difficulties occur or illegal software (non-St. Bernadette School iTunes Apps) is discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In this event, the student may lose the privilege of iPad use.

5.4 Software upgrades

Upgrade versions of licensed software/Apps are available from time to time. Students may be required to check in their iPads to the Technology Coordinators for periodic updates.

6. ACCEPTABLE USE

The use of the St. Bernadette School technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The School Acceptable Use Policy shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities are to:

- Provide Internet access to its students.
- Provide data storage areas on our school server. This will be treated similarly to school lockers. St. Bernadette School reserves the right to review, monitor, and restrict information stored on or transmitted via St. Bernadette School owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students Responsibilities are to:

- Use computers/iPad in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via St. Bernadette School designated Internet System is at your own risk. St. Bernadette School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help St. Bernadette School protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Turn off and secure their iPad after they are finished working to protect their work and information.
- With teacher supervision print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable, and turn in to the School Office.
- Return their iPad to the School Office at the end of each school year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at St. Bernadette School for any other reason must return their individual school iPad on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of any Messaging services
- Non educational games. Only educational games, which in no way contradict our mission as a Catholic school, may be used with permission of a teacher.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc). **including deleting history.**
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the St. Bernadette School web filter through a web proxy.
- Students are not allowed to use another student's iPad.

6.5 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

iPad batteries must be charged and ready for school each day.

Only labels or stickers approved by St. Bernadette School may be applied to the iPad.

iPads that malfunction or are damaged must be reported to the School Office. The school will be

responsible for repairing iPads that malfunction. **iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with the insurance deductible cost being borne by the student's family. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.**

iPads that are stolen must be reported immediately to the Technology Coordinators and the Police Department.

6.6 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, please ask a teacher or parent.

Plagiarism is a violation of the St. Bernadette School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to the St. Bernadette School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- 1st Offense – Student(s) will check-in/check-out their iPads from the School Office daily for one (1) week.
- 2nd offense – Detention and two (2) weeks of iPad privilege suspension (student still responsible for all required work)
- 3rd offense – Detention and loss of iPad privileges for a length of time determined by the administration.

7. PROTECTING & STORING YOUR IPAD

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- St. Bernadette School label with an asset tag and number.

7.2 Storing your iPad

When students are not using their iPads, they should be stored in iPad storage unit in each classroom.

Nothing should be placed on top of the iPad. Students should take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a vehicle. If a student needs a secure place to store their iPad, they may check it in for storage with the School Office.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the School Office. In the event that an iPad has been turned into the offices due to not being supervised, the student will have to check in and check out their iPads from the School Office daily for one (1) week.

8. iPad

8.1 School Protection

The school will provide Insurance protection offered by the Catholic Mutual Relief. The protection covers “Direct physical loss or damage including theft.”

8.2 Personal Home or Homeowners coverage

Students may not use their parents’ personal insurance to protect the iPad in cases of theft, loss, or accidental damage.

8.3 Claims

All insurance claims will be handled by the school and parent working directly with the insurance agency. In the event of theft, parents must report the loss to their local police department. A copy of the report must be presented to the School Office before an iPad can be repaired or replaced.

9. COST OF REPAIRS

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

Liability for Repairs

1st Repair: \$150.00

2nd Repair: \$250.00

Subsequent Repairs: Full cost of Repairs in excess of \$250.00

Intentional Damage: Full Repair or replacement cost

St. Bernadette School Student Pledge for iPad Use

- I will use my iPad in ways that are appropriate, meet St. Bernadette School expectations and are educational.
- I will use appropriate language when using emails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the St. Bernadette School.
- I will follow the policies outlined in the *iPad Acceptable Use Policy* and the St. Bernadette School Handbook while at school and at home during all times.
- I will never leave the iPad unattended and I will know where it is at all times.
- I will protect my iPad by only carrying it while in the case provided and no cleaners.
- I will never loan out my iPad.
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not remove or deface the serial number or other identification on any iPad.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance and inform my homeroom teacher and the School Office.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, and power cords in good working condition.

I agree to the stipulations set forth in the above documents.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

**St. Bernadette School
iPad Acceptable Use Policy
Parent/Guardian Policy**

I hereby release St. Bernadette School and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchase product or services.

I understand that it is impossible for St. Bernadette School to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate iPad use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I have read and understand the information contained in this document and agree to abide by the rules set forth in this document.

Parent/Guardian Name _____

Parent/Guardian Email _____

Parent/Guardian Phone _____

Parent/Guardian Signature _____

Date _____

Child's Name _____

Mobile Device(such as a Kindle)Usage and Agreement

Cell Phones and Apple Watches

If a student needs a cell phone or Apple Watch 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. In the case of students attending Extended Day or an after school activity, cell phones may be retrieved at pick-up. 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.**

Electronic Readers (E-readers)

Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon's Kindle®, Barnes & Noble's Nook®, Apple's iTouch®, and Apple's iPad® are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. St. Bernadette School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

E-Reader Acceptable Use Policy

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

1. All e-Readers must be registered with the St Bernadette Technology Coordinators or Administration and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
2. E-Readers are to be used only for the reading of school-approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of St Bernadette School. Please refer to the Parent-Student Handbook for more details.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. E-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. E-Readers are not to be used during lunch, middle-school breaks, or during playground/recess time.
7. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

Social Media

Photos and captions on a student or parent's Social Media account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting

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

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 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. Students whose avatars depict other students, teachers, or parish staff in a defamatory might face detention, suspension, or expulsion.

Permission to Bring Mobile Computing Devices/Kindles to School

Please use a separate sheet for each student.

Agreement-

- To comply with the rules and regulations in the guidelines
- School administrators may examine a student's mobile computing device or Kindle at any time if the administrator has reasonable suspicion to believe that the student is using the mobile device to violate a school district policy, regulation, guideline or law.
- That St. Bernadette School is not responsible for any possible damage or theft in to the student/parent's choice to bring a mobile computing device/Kindle to school
- That St. Bernadette School provides no technical support for mobile computing devices including troubleshooting or software installation
- That use of mobile computing devices may be revoked at any time
- That this agreement can be modified by the school at any time and a new agreement would need to be signed
- Students and parents' must resubmit this agreement each year

Students and their parents/guardians wishing to take advantage of this option must comply with all rules and regulations set forth in these guidelines and the Acceptable Use Policy.

By choosing to participate in this program, you are consenting to monitoring and verification of use, and to examination of the student's mobile computing device/Kindle as set forth above. The school retains the right to revoke mobile computing device privileges based on any policy violation. In such cases, the parent will be informed and any consequences related to revocation are in addition to consequences related to the school's code of conduct.

Parent:

I have read and understand the policy outlined above. I hereby give permission for my child to bring his/her mobile computing device/Kindle to school. I understand that the school is not liable under any circumstances for the loss of or damage to my child's mobile computing device/Kindle or any peripheral devices. I also release the school and its employees from any and all claims and damages of any nature arising from my child's use of, or inability to use, their personal computing devices/Kindles at school including, without limitation, the types of damages identified in the school's policies and administrative regulations.

Name of Student: _____

Printed Name of Parent/Guardian: _____

Parent Signature: _____

Date: _____



ST. BERNADETTE CATHOLIC ELEMENTARY SCHOOL

Bullying Prevention and Intervention Plan



Bullying Prevention and Intervention Policy

- A. Introduction
- B. Priority Statement
- C. Assessing Needs and Resources
- D. Training and Professional Development
- E. Access to Resources and Services
- F. Academic and Non-Academic Activities
- G. Policies and Procedures for Reporting and Responding to Bullying and Retaliation
- H. Collaboration with Families
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- J. Definitions
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A. INTRODUCTION

Based upon the model Bully Prevention and Intervention Plan required under M.G.L. c. 71, & 370 and drafted by the Massachusetts Department of Elementary and Secondary Education in consultation with state agencies, school personnel, advocacy organizations, and other interested parties, the following Bullying Prevention and Intervention Plan for St. Bernadette School is the proposed plan to effectively address bullying in our community while actively engaging our community as partners in effectively responding to bullying.

“Harassment”, including “Bullying”, and “Cyber-bullying”, means a repeated unwelcome written, electronic, verbal, or physical communication, act or gesture which: reasonably causes a student to feel coerced, intimidated, harassed, or threatened and may cause: a reasonable person to suffer physical or emotional harm, damage to a student’s property, or a disruptive or hostile school environment. The behavior must interfere with a student’s academic performance or ability to learn, to participate in or benefit from services, activities, or privileges.

The new law requires all school districts, charter schools, non-public schools, approved private special education day or residential schools, and collaborative schools to develop and adopt bullying prevention and intervention plans. Plans must meet the requirements of the law and should follow local policies and procedures. Non-public schools are required to give notice and provide a comment period for families that have a child attending the school. This public process will strengthen the collaborative approach that is required to build successful prevention and intervention programs.

Dealing with bullying in schools is a delicate and challenging situation. Sometimes children will continue to bully, even after being warned or disciplined and getting children that are victims of bullying to report it, is an even greater challenge. School systems can prevent bullying by not only having a written policy but by actually **consistently enforcing** their policy. Preventing and dealing with bullying today is complex and requires a collaborative effort from various professionals to address it. Because of the complexities associated with bullying, we will always need more clarification on certain issues when developing a policy of this nature.

B. PRIORITY STATEMENT

The School expects that all members of the school community will treat each other in a civil manner and with respect for differences. The school is committed to providing all students with a safe learning environment that is free from bullying, cyber-bullying, and retaliation. The Bullying Prevention and Intervention Plan (“Plan”) is a comprehensive approach to addressing bullying, cyber-bullying, and retaliation. The school is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. The school will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation in our school buildings, on school grounds, or during school-related activities. The school will promptly investigate all reports and complaints of bullying, cyber-bullying, and retaliation and take prompt action to end that behavior and restore the target’s sense of safety.

C. ASSESSING NEEDS AND RESOURCES

The St. Bernadette School Bullying Prevention and Intervention Plan (“Plan”) is our schools’ blueprint for enhancing capacity to prevent and respond to issues of bullying within the context of other healthy school climate initiatives. As part of the planning process, the school leader, with input from families and staff, will assess the adequacy of current programs; review current policies and procedures; review available data on bullying and behavioral incidents; and assess available resources including curricula, training programs, and behavioral health services.

An assessment plan for the 2012-2013 academic year includes: (1) the surveying of students, staff, parents, and guardians on school climate and school safety issues; and (2) collecting and analyzing building-specific data on the prevalence and characteristics of bullying (e.g., focusing on identifying vulnerable populations and “hot spots” in the school building, on school grounds, or on school buses). This information helps to identify patterns of behaviors and areas of concern, and will inform decision-making for prevention strategies including, but not limited to, adult supervision, professional development, age-appropriate curricula, and in-school support services.

The “Plan” should describe the methods the school will use to conduct needs assessments, including timelines and leadership roles and oversight responsibilities including, but not limited to: (1) receiving reports on bullying; (2) collecting and analyzing building and/or school-wide data on bullying to assess the present problem and to measure improved outcomes; (3) creating a process for recording and tracking incident reports, and for accessing information related to victims and aggressors; (4) planning for the ongoing professional development that is required by the law; (5) planning supports that respond to the needs of targets and aggressors; (6) choosing and implementing the curricula that the school or district will use; (7) developing new or revising current policies and protocols under the “Plan”, including an Internet safety policy, and designating key staff to be in charge of implementation of them; (8) amending student and staff handbooks and codes of conduct accordingly; (9) leading the parent or family engagement efforts and drafting parent information materials; and (10) reviewing and updating the “Plan” each year, or more frequently.

D. TRAINING AND PROFESSIONAL DEVELOPMENT

In accordance with M.G.L. c. 71, & 370, the St. Bernadette School Bully Prevention and Intervention Plan (“Plan”) provides ongoing professional development for all staff.

1. Annual Staff Training on the “Plan”

Annual training for all school staff on the “Plan” will include staff duties under the “Plan”, an overview of the steps that the administration will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school or district. Staff members hired after the start of the school year are required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

2. Ongoing Professional Development

The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build

the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, & 370, the content of school-wide and district-wide professional development will be informed by research and will include information on:

- a) Developmentally (or age) appropriate strategies to prevent bullying;
- b) Developmentally (or age) appropriate strategies for immediate, effective interventions to stop bullying incidents;
- c) The complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
- d) Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
- e) The incidence and nature of cyber-bullying; and
- f) Internet safety issues as they relate to cyber-bullying.

Additional professional development will focus on:

- Promoting and modeling the use of respectful language;
- Fostering an understanding of and respect for diversity and difference;
- Building relationships and communicating with families;
- Constructively managing classroom behaviors;
- Using positive behavioral intervention strategies;
- Applying constructive disciplinary practices;
- Teaching students skills including positive communication, anger management, and empathy for others;
- Engaging students in school or classroom planning and decision-making; and
- Maintaining a safe and caring classroom for all students.

3. Written Notice to Staff

St. Bernadette School will provide all staff with an annual written notice of the “Plan” by publishing information about it, including sections related to staff duties, in the school handbook, and the code of conduct.

E. ACCESS TO RESOURCES AND SERVICES

A key aspect of promoting positive school climate at St. Bernadette School is ensuring that the underlying emotional needs of victims, aggressors, families, and others are addressed. In order to enhance our school’s capacity to prevent, intervene early, and respond effectively to bullying, available services reflect an understanding of the dynamics of bullying and provide approaches to address the needs of victims and aggressors.

F. ACADEMIC AND NON-ACADEMIC ACTIVITIES

The law requires each school or district to provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the school’s or district’s curricula. Curricula must be evidence-based. Effective instruction will include classroom approaches, whole school initiatives, and focused strategies for bullying prevention and social skills development. Currently, St. Bernadette School is addressing bullying through use of “Steps to Respect Program”.

Additional programs will be evaluated once the Department publishes guidelines for implementing social and emotional learning curricula.

G. POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

1. Reporting Bullying or Retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school staff member is required to report immediately to the administration or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including an Incident Reporting Form.

Use of an Incident Reporting Form is not required as a condition of making a report. The school will: (1) include a copy of the Incident Reporting Form in the beginning of the year packets for students, and parents or guardians; (2) make it available in the school's main office; and (3) post it on the school's website.

At the beginning of each school year, St. Bernadette School will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the administration, will be incorporated in student and staff handbooks.

a) Reporting by Staff

A staff member will report immediately to the administration when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the administration does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school policies and procedures for behavior management and discipline.

b) Reporting by Students, Parents or Guardians, and Others

The school expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the administration or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the administration or designee.

2. Responding to a Report of Bullying or Retaliation

a) Safety

Before fully investigating the allegations of bullying or retaliation, the administration will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target, and altering the aggressor’s schedule and access to the target. The administration or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The administration will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

b) Obligations to Notify Others

i. Notice to Parents or Guardians

Upon determining that bullying or retaliation has occurred, the administration or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the administration contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

ii. Notice to Another School or District

If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the administration first informed of the incident will promptly notify, by telephone, the administration or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

iii. Notice to Law Enforcement

At any point after receiving a report of bullying or retaliation, including after an investigation, if the administration or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the administration will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the administration or designee

shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the administration will, consistent with the “Plan” and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the administration or designee deems appropriate.

3. Investigation

The administration will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegations(s) and the ages of the students involved. During the investigation the administration will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The administration will remind the alleged aggressor, victim, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the administration or designee, or other staff members as determined by the administration or designee. To the extent practicable, and given his/her obligation to investigate and address the matter, the administration or designee will maintain confidentiality during the investigative process. The administration or designee will maintain a written record of the investigation. Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the administration or designee will consult with legal counsel about the investigation.

4. Determinations

The administration will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the administration or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The administration or designee will: (1) determine what remedial action is required, if any and (2) determine what responsive actions and/or disciplinary action is necessary. Depending upon the circumstances, the administration or designee may choose to consult with the students’ teacher(s); and the target’s or aggressor’s parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The administration will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the administration or designee cannot report specific information to the target’s parent or guardian about the disciplinary action taken unless it involves a “stay away” order or other directive that the target must be aware of in order to report violations.

5. Disciplinary Action

If the administration decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the administration, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the “Plan” and with the school’s or district’s code of conduct.

6. Promoting Safety for the Target and Others

The administration will consider what adjustments, if any, are needed in the school environment to enhance the target’s sense of safety and that of others as well. One strategy that the administration may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the administration or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the administration will work with appropriate school staff to implement them immediately.

H. COLLABORATION WITH FAMILIES

Effective plans will include strategies to engage and collaborate with students’ families in order to increase the capacity of the school or district to prevent and respond to bullying. Resources for families and communication with them are essential aspects of effective collaboration. The law requires the district or school “Plan” to include provisions for informing parents or guardians about the bullying prevention and intervention curricula used by the school district or school including: (1) how parents and guardians can reinforce the curricula at home and support the school or district plan; (2) the dynamics of bullying; and (3) online safety and cyber-bullying. Parents and guardians must also be notified in writing each year about the student-related sections of the Bullying Prevention and Intervention Plan.

1. Parent Education and Resources

St. Bernadette School will offer an education program for parents and guardians that is focused on the parental components of the anti-bullying curricula and any social competency curricula used by the school or district.

2. Notification Requirements

Each year St. Bernadette School will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will be included in a school communication and will include information about the dynamics of bullying, including cyber-bullying and online safety.

I. PROHIBITION AGAINST BULLYING AND RETALIATION

The law requires each “Plan” to include a statement prohibiting bullying, cyber-bullying, and retaliation. The statement must be included in the “Plan” and included in the student code of conduct, the student handbook, and the staff handbook. The following statement is incorporated

directly from M.G.L. c. 71, & 370(b), and describes the law's requirements for the prohibition of bullying. Acts of bullying, which include cyber-bullying, are prohibited:

- On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school.
- And at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, & 370, nothing in this "Plan" requires the district or school to staff any non-school related activities, functions, or programs.

J. DEFINITIONS

- *Aggressor* is a student who engages in bullying, cyber-bullying, or retaliation
- *Bullying*, as defined in M.G.L. c. 71 & 370, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:
 1. causes physical or emotional harm to the target or damage to the target's property;
 2. places the target in reasonable fear of harm to himself/herself or of damage to his/her property;
 3. creates a hostile environment at school for the target;
 4. infringes on the rights of the target at school; or
 5. materially and substantially disrupts the education process of the orderly operation of a school.
- *Cyber-bullying* is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to email, instant messages, text messages, and Internet postings. See M.C.L. c 71 & 370 for the legal definition of cyber-bullying.
- *Retaliation* is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Parent and Student Signature Page

Please return to St. Bernadette School Office no later than September 23, 2022

I have read the 2022/2023 Parent/Student Bullying and Intervention Policy 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