

**Saint Bernard School
2009 - 2010
Parent/Student
Handbook**

"...be careful always to choose the right course;
be brave under trials;
make the preaching of the Good News your life's work,
in thorough going service "
2 Timothy 4 vs. 3-5



CHOOSE CATHOLIC SCHOOLS

...The "Good News" in Education
....Light the Way
....Celebrate Service
...Dividends for Life

Revised 8/2009

PRINCIPAL'S INTRODUCTION

"This is what God asks of you...only this: to act justly, to love tenderly, to walk humbly with your God." Micah 6:8

Parents are the primary educators of their children. The goal of St. Bernard School is to assist parents in the intellectual, spiritual, emotional, social and physical development of each student. Only in the unique setting of the Catholic school can children experience learning and living fully integrated in the light of faith. The success of our school program depends on mutual respect and cooperation between teachers, parents, students, and administration. Together, we truly are "the good news in education."

This handbook is designed to communicate the policies and procedures of our school. Everyone involved in St. Bernard School shares the desire to make it a community of faith.

Saint Bernard School – Mission Statement

The mission of Saint Bernard School is to support families in the total education and faith formation of their children. By providing a nurturing environment guided by the teachings of the Catholic Church, we strive to prepare the students to function as responsible, mature adults and life-long learners in an ever-changing world.

Saint Bernard School - Belief Statements

1. We believe that an effective Catholic education develops the whole person spiritually, intellectually, emotionally, socially and physically.
2. We believe in the importance of instilling a value system consistent with the Catholic faith that will enable a child's moral development.
3. We believe that self-discipline is fundamental to the development of the child.
4. We believe that St. Bernard School is a Catholic community dedicated to serving others as Jesus did.
5. We believe in a school program that depends on mutual respect and cooperation between teachers, parents, students and administration so that children will experience the love of Christ within a Catholic environment.
6. We believe in the need for a strong academic program that helps children increase their ability to achieve their fullest potential.
7. We believe in the spiritual needs of the students by building on the foundation set by the family and sharing with families the responsibility of reinforcing the Gospel message.
8. We believe in providing students the opportunity to interact in a Catholic community, to build trusting relationships and to witness through worship and service the Christian message as core to our Catholic identity.

ABSENCES

Students should be regular in attendance because attendance has a vital bearing on educational progress. In case of illness, PARENTS SHOULD CALL THE SCHOOL OFFICE (412-341-5444) between 7:30 and 9:00 a.m. on the first day of the child's absence. If a parent forgets to call, the school will call the home to confirm the reason for the student's absence. A note to the homeroom teacher from the family stating the date of and reason for the absence

must be presented upon return to class and signed by a parent. Excused absences include illness, death in the family, medical or dental appointments.

Vacations taken during school time are discouraged. If unavoidable, they must be cleared in advance with the principal by completing the 'Planned Absence Excuse Form'. All trips taken should be educational in purpose.

In the case of early dismissal, a note is to be sent to the child's teacher. Parents should make every effort to send in a note and not call the school office for early dismissals. **FOR THE SAFETY OF THE CHILDREN**, parents must come into the school office to meet the child and sign them out. No student is permitted to leave the building without his or her parent or other authorized adult. The principal may recommend dismissal of any pupil showing symptoms of an illness or an injury. Parents **MUST** list an emergency phone number with the office.

Students have the responsibility of making up work missed during an excused absence. Normally, books and assignments can be sent home via classmates or communicated over the telephone. Homework may be picked up after school if the teacher is notified at the beginning of the day. This allows the teacher time to prepare the assignments. Upon return from extended absence, students will be given a minimum 3 days to complete any work missed. Work requested by student or parent during student absence must be completed upon return of that student to school.

ADMISSIONS

Birth and baptismal certificates must be presented at the student's initial enrollment. Verification of these documents is noted on the student's permanent record card.

The following are the immunization requirements for St. Bernard's School:

	<i>Diphtheria Tetanus</i> (one dose on or after 4th birthday)	<i>Polio</i> Oral or Injected	<i>Measles</i> (one dose on or after 1st birthday)	<i>Mumps</i> (one dose on or after 1st birthday)	<i>Rubella</i> (one dose on or after 1st birthday)	<i>Hepatitis B</i> (3 doses properly spaced)	<i>Chicken Pox</i> ***Proof of Immunity
Students entering school for first time (K of first grade)	4 doses	3 doses	2 doses	1 dose	1 dose	3 doses	**Proof of Immunity
Students entering Grade 7	3 doses	3 doses	2 doses	1 dose	1 dose	3 doses	**Proof of Immunity
Students presently enrolled in school	3 doses	3 doses	2 doses	1 dose	1 dose	-----	-----

Varicella (chicken pox) immunity may be proven in ONE of the following ways:

- ** 1 dose of varicella vaccine given on or after first birthday.**
- ** 2 doses of varicella vaccine, properly spaced, for students 13 years of age or older.**
- ** History of having had chicken pox (written statement of date or age of having had the disease).**
- ** Laboratory testing results.**

Parents must show proof of immunizations before admission to school.

Children who are five by August 31 may be admitted to kindergarten in August unless there is adequate reason for non-acceptance. Kindergarten children are tested in March to determine their readiness for first grade.

The administration of the school with the School Advisory Committee will determine the maximum class size. Diocesan regulations state that class size may not exceed 35.

New admissions are permitted only at the beginning of semesters except for families moving into the community or for grave reason. The principals from St. Bernard and from the transferring school must agree that the reasons for transfer are in the best interest of the child. Parents of children leaving St. Bernard are asked to notify the principal one week in advance. The name and address of the new school is required so that a transfer may be sent in due time. Parents will be asked to sign a release form for the transfer of records to the new school.

ALCOHOL and DRUGS

The possession, sale, or use of alcohol, drugs, or any other controlled substance on the school campus or busses, is strictly forbidden. Violation of this rule will cause immediate expulsion and will be reported to appropriate law enforcement agencies.

ANNOUNCEMENTS

Announcements are made in the morning and afternoon to the entire school. All announcements must be received in written form and approved by the office. Morning announcements must be turned in by 8:10 a.m. and afternoon announcements by 2:15 p.m. in the school office.

ARRIVAL and DISMISSAL

Students **should not** arrive before 8:00 a.m. Please carefully review our "Traffic/Student Pedestrian" Policy located in this handbook.

Car riders will be dismissed at 2:50 p.m. Students should be picked up and leave for home no later than 3:00 p.m. unless involved in an after school activity. Again, please follow correct parking lot procedure as outlined.

Parents must notify the school office if a child will be late (after 8:20 a.m.) in the morning. Students arriving after 10:00 a.m. will be marked half-day absent a.m. and students leaving before 1:00 p.m. will be marked absent half-day absent p.m.

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Student attendance is a requirement, not an option. Special attention to etiquette and good Christian citizenship is expected of all students.

ATHLETIC ASSOCIATION

The mission of St. Bernard School is to provide our children with an education in the Catholic tradition, and this must necessarily include the spiritual, intellectual and physical development of the students. For its part, the Athletic Association recognizes the contribution toward that educational process which may be made by an athletic and sports program. Participation in the athletic program hopefully will enhance the development of the morals, minds and bodies of the students, and consequently, it is the Athletic Association's desire that as many students as possible will participate in the available activities.

The sports activities which are included under the guidance of the Athletic Association are:

Boys Basketball	Girls Basketball	Cheerleading
Football	Soccer	Volleyball
Cross Country		

Currently, the expenses incurred to maintain a quality athletic program are funded through the generosity of parents and friends. This includes a variety of successful fund raising events and nominal membership donations.

Please read the Sports Program Policy for more information. This is available from the Athletic Association.

BICYCLES

Students are not permitted to ride or bring bicycles to school.

BOOKS

St. Bernard School receives state aid to pay for books; therefore parents are not charged a book fee. However, it is the student's responsibility to take proper care of his/her books. This includes providing covers for the texts. Books that are damaged extensively or lost must be paid for by the students. Books should be carried in a book bag or backpack.

BUILDING RULES

Students are to walk whenever entering or leaving the building and when moving from one area of the building to another.

There should not be any loud talking or commotion when in the building. Every student has the right to learn and everyone must work together to maintain a learning atmosphere throughout the building.

The restrooms are to be treated as restrooms at home. No playing or loitering in or around the restrooms is permitted.

Chewing gum is not permitted at any time.

Students are expected to keep the floor in the classroom, hallways and restrooms, and cafeteria clear of paper and debris.

Students are to be considerate of other students' projects which are displayed in the hall.

Students are the best ambassadors of the school. In every situation, their friendliness and appearance speak to the Christian and academic qualities that are present at St. Bernard. Proper respect toward all school staff members is required.

Church is a sacred place to spend time in quiet prayer or in prayer with the Christian Community. When attending Mass or a Liturgical function as a class or school, students are expected to enter and leave quietly out of respect for the Blessed Sacrament.

BUS CONDUCT

The following rules have been established in order to insure the safety of all students who ride busses:

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing front, when bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.

Infractions of the above rules will be brought to the attention of parents. Continual abuse of bus privileges could result in the denial of transportation.

BUS SERVICES

Children living outside Mt. Lebanon and some Keystone Oaks children are entitled to bus transportation if their school district provides transportation. **No** other children are permitted on the bus for insurance purposes. There is **no bus service** for children living in Mt. Lebanon.

The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to students bused to and from St. Bernard School, as are the laws and regulations for parochial schools in the Commonwealth of Pennsylvania.

CAFETERIA (Clairvaux Hall - Lower Church)

Due to time and space constraints, children may not go home for lunch and parents are asked not to join their child for lunch unless arrangements have been made with the school office. A hot lunch program consisting of well-balanced meals is provided daily. Lunches may not be brought in from restaurants. Lunch money is collected in the homerooms in the morning, and a daily lunch count is taken at that time.

The lunch schedule is as follows:

LUNCH		RECESS	
11:10 – 11:30	1, 2 & 3	11:30 – 11:45	1, 2 & 3
11:30 – 11:50	4 & 5	11:50 – 12:05	4 & 5
11:50 – 12:10	6, 7 & 8	12:10 – 12:25	6, 7 & 8
12:10 – 12:30	K	12:30 – 12:45	K

If a child forgets his/her lunch bag or money for milk or hot lunch, it may be brought to the school office. It is not to be taken directly to the child's room. The lunch bag or box should be marked with the child's name and room number.

Parents whose income falls within the government guidelines may apply for free or reduced price meals. This information is available in the school office.

The lunch hour should be a pleasant and relaxing time for all. Therefore, these rules of etiquette are to be observed:

- Students are not to save places in line or at tables.
- No loud talking while waiting in line or while eating.
- Children are to sit properly with no more than eight (8) to a table.
- Students are expected NOT TO WASTE FOOD.
- Students are not required to take every item on the day's menu.
- Students are expected to deposit bags, wrappers, milk cartons and debris in the waste containers and to take trays to the dishroom.
- Food must NOT be taken from the cafeteria.
- Eating is permitted ONLY in the cafeteria.
- Before leaving the cafeteria, students are to be certain the tables and floor are cleared. Chairs are to put in place, all trash disposed of and the child's place at the table wiped clean.
- Students not obeying the cafeteria rules will lose recess time.
- Parents who would like to help serve lunch are most welcome to do so.

CANCELLATION of SCHOOL (see also Emergency Closing and School Delay Information)

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. School will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of a cancellation, including radio, TV and internet. In the unusual circumstance, where school must be canceled during the school day, teachers will determine that all students have satisfactory transportation and supervision to their home before releasing them from school.

CHANGE of ADDRESS / TELEPHONE

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. The also applies to emergency names and telephone numbers.

CHARGERS

Our sports teams are known as the CHARGERS. Our school colors are blue and gold.

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered the student's work will be confiscated. A failing grade will automatically be recorded for the work and parents will be notified. Cheating results in an automatic detention.

COMMUNICATIONS

A weekly blue envelope of school information will be sent home Wednesdays with the youngest child in every family. Any fliers, etc., that a parent or organization wants distributed must be approved by the principal. Parents may send back any necessary forms in the envelope. Please review this information promptly.

A weekly 'News and Gentle Reminders' article from the school principal will highlight upcoming weekly events and topics.

The school Newsletter is published eight times during the school year and is sent home. It always includes a monthly calendar and our monthly hot lunch menu. These items should be saved for quick daily reference.

The "School News" section of the St. Bernard Sunday bulletin also contains information for parents and includes special times for children's Masses. Parents and friends are welcome to join in these liturgical celebrations.

If at any time a parent needs to confer with his / her teacher, arrangements should be made with that teacher. A phone message may be taken by the school secretary during school hours to have a teacher contact the parent at his / her convenience. Parents are NOT to call teachers at their homes. See Parent Teacher Conferences for further information.

CROSSING GUARDS

Crossing guards are supplied by the Mt. Lebanon Police Department and are positioned at the intersection of Bower Hill and Washington Roads and on Scott Road. They are on duty to protect our children and they should be respected and obeyed at all times.

CURRICULUM

St. Bernard School offers a strong traditional curriculum which is well - rounded and which challenges each student to fully develop his/her talents.

Within the curriculum of instruction, an appreciation of the Arts is fostered, in an effort to awaken interest in, and develop an awareness of, the gift of life found in music, drama, painting, song and creativity. Greater awareness of the world of humanity is brought about through exploration in the field of Social Studies. The wonder of nature and the gifts of the environment, and our responsibility toward it as God's creatures of the earth, are studied in the Natural Sciences.

Religious education is the center of the Catholic School System. The emphasis is placed on Christian living and the life of Jesus. By creating a Christ-centered atmosphere and stressing Christian values in the classroom as well as throughout the entire school environment, we make a conscious effort to integrate religion into the life of each student.

A formal religion program is taught in all the homerooms. Characteristics of the curriculum are lessons containing a balance of doctrinal content, scriptural understanding, faith formation and prayer and worship experiences. A variety of materials and resources are employed to foster both spiritual growth and moral development.

Faith experiences are an integral part of the child's religious experience. These are provided through opportunities for weekly Mass, Reconciliation, Stations of the Cross, classroom prayer and service to others. Community is at the heart of Catholic Education not simply as a concept to be learned, but as a reality to be lived.

The Director of Religious Education works with the teachers in the religious development and sacramental preparation of the students. Parent Preparation Programs for Reconciliation, Eucharist and Confirmation are held during the year. These are parish programs and involve all eligible children/parents of the congregation.

Our belief in Jesus has drawn us to this community. Our beliefs are expressed in and strengthened by daily communal prayer. It is hoped that as we meet and pray together as a school community students will take more responsibility for their prayer and develop skills and a taste for the Church's daily worship. Our focus on prayer includes a prayer service each morning with simple prayers for lunch time and the end of the day.

An introduction each morning briefly sketches the saint or feast of the day of some aspect of the liturgical season. Attention is also given to the natural seasons, to important events in other religions, to the anniversaries of prophets and peacemakers of our time, and to civil holidays that have significance for children. Students participate each day through recitation of the Psalm of the month, use of the Our Father to close each morning prayer service and through song and gesture.

All textbooks have been selected from an approved list of recommended texts determined by the diocese.

DAILY STUDENT WORK

Students written work should reflect the care with which it was done. Respect for self and others must be evident in daily assignments. Therefore the following guidelines are to be used:

1. Students in grades K-4 will use pencil for all work.
2. Black pen is to be used by students in grades 5-8.
3. Pencil is used in math in all grades.
4. Students in the 2nd semester of grade 2 begin formal instruction in cursive handwriting.

Headings are expected to be used as stated by individual teachers.

DISCIPLINE

DISCIPLINE PHILOSOPHY

Saint Bernard School is dedicated to educating the total child. We want our children to possess the knowledge and understanding that they will need to be life-long learners. Students are encouraged to fully develop their inherent potentials. It is important that our children explore their potential to better enable them to develop the skills needed to be successful citizens and Christians.

At Saint Bernard School, we are engaged in providing a sound learning environment for our children. To help create this environment, we encourage students to use positive conflict resolution skills and follow the teachings of Jesus. As part of our Catholic identity, we must take every opportunity to prepare our students – heart, mind, and soul – to face conflict in a non-violent way and to respect the differences of others in accordance with Gospel values.

Children have the right to a positive learning environment. It is our hope that such an environment will exist at Saint Bernard School by developing and implementing a discipline policy which encourages consideration for the rights of others and develops a sense of personal responsibility for one's behaviors.

BEHAVIOR CODE

This behavior code is based on the belief that young people need to develop an understanding of the need to interact with each other and with adults in a manner which is consistent with Gospel values. This includes the need to develop responsible behaviors which take into account the resulting consequences of choices and behaviors. Therefore, each student is expected to behave in a manner which reflects their love of God, neighbor, and self.

To help students understand what is expected of them, the following behavior code has been established. It is understood that all behaviors cannot be listed. However, this list does provide the students with a consistent pattern of expected behaviors.

CHURCH/PRAYER

1. Students visiting God's house will develop a sense of reverence which demands a quiet and prayerful demeanor for the presence of God in the Tabernacle.
2. Students will be expected to actively participate in liturgical services by singing, responding to, or reciting prayers.

3. Students will be expected to actively participate in morning prayer or prayer services which take place in the school.

GENERAL

1. Students are expected to walk whenever moving through the building.
2. Students are expected to talk in a quiet manner whenever moving throughout the building to ensure that classes in session are not disturbed.
3. Students are expected to use appropriate language at all times.
4. Students are expected to respect school property and the property of other students.
5. Students are expected to protect others by not participating in any physical behaviors which have the potential to harm another student.
6. Students are not permitted to chew gum.
7. Students are expected to maintain a respectful attitude toward teachers, other school staff, administration, and each other.
8. Students are expected to follow the prescribed Dress Code Policy.

CLASSROOM

Students are expected to follow the individual classroom rules established by each teacher.

CAFETERIA

1. Students are expected to practice proper table manners.
2. Students are expected to maintain a respectful attitude toward the cafeteria personnel and volunteers.
3. Students are expected to keep the cafeteria area clean and safe by cleaning up after themselves and pushing in their chairs when leaving.
4. Students are expected to walk in the cafeteria at all times.
5. Students are expected to talk quietly while in the cafeteria area.
6. Students are expected to keep all food in the cafeteria area. Food or drinks are not permitted outside.

BUS

1. Students are expected to remain in their seats at all times. Standing on the bus is not permitted.
2. Students are expected to use appropriate language at all times.
3. Students are expected to respect the authority of the bus driver.
4. Students are expected to talk quietly.
5. Students are expected to behave in a manner which does not endanger the safety of any student.
6. Students are expected to be on time.

PLAYGROUND

1. Students are expected to respect the authority of the playground supervisors.
2. Students are expected to participate in behaviors and activities that ensure the safety of other students.
3. Students are expected to line up as soon as the bell rings.
4. Students are expected to be quiet when reentering the building from the playground.
5. Students are expected to take proper care of playground equipment.
6. Students are not permitted to climb on the wall or any snow banks that might be on the playground.

DISCIPLINE POLICY

GRADES K – 2

In order to meet the developmental needs of the students in these grades, the teachers will develop behavior codes appropriate to the particular student age group. Suitable consequences will be decided for each child according to the degree and frequency of behaviors. In some cases, the Principal and/or SAP Team will be involved with a particular situation to help determine the best course of action for a student. The school reserves the right to insist that a student be professionally evaluated, receive counseling, and/or treatment if the child is to remain in the school.

GRADES 3 – 8

Students in these grades will receive conduct reports, detentions, in-school suspensions, or out-of-school suspensions depending upon the severity of the behaviors.

Because our students are children, they do not always make the best choices; sometimes as part of their moral development, they must recognize the consequences of inappropriate choices. When this happens, a student may be issued a Conduct Report (CR) for different levels of infractions of school policy and will receive the consequences of that infraction. Students will receive Conduct Reports for violations of the expected behaviors listed in the Behavioral Code. The behaviors listed in the Behavioral Code are illustrated but not exhaustive.

There are **four levels** of misconduct and corresponding consequences.

Level One

1. Chewing gum
2. Disruptive behavior
3. Loitering in hallways/restrooms
4. Disrespectful behavior
5. Peer ridicule
6. Failure to return student conduct report
7. Dress Code Violation
8. Other

Level One Consequence

- Silent Lunch on the day following the infraction
- Three repeated Level One's may bump to a Level Two per individual teacher

Level Two

1. Improper language and/or gestures
2. Pushing/shoving
3. Forging a signature
4. Verbal/Physical/Psychological abuse
5. Cheating
6. Repeated violation of dress code
7. Other

Level Two Consequences

- One hour after school detention
- Exclusion from the next activity (class parties, activities, field trips, etc.)
- Sixth, seventh or eighth grade student is ineligible for Honor Roll for the quarter in which the infraction is committed

Level Three

1. Fighting/Physical Aggression

2. Insubordination
3. Vandalism
4. Stealing
5. Leaving school grounds without permission
6. Other

Level Three Consequences

- Meeting with parent(s), student and administrative team
- One day in-school suspension which includes all evening activities
- Exclusion from the next activity (class parties, activities, field trips, etc.)
- Sixth, seventh or eighth grade student is ineligible for Honor Roll for the quarter in which the infraction is committed

Level Four

1. Truancy – skipping school
2. Possession of drugs, alcohol, cigarettes, tobacco
3. Violation of weapons policy
4. Other

Level Four Consequences

- Immediate suspension of student pending meeting of administrative team, student and parent(s) to determine course of action
- Sixth, seventh or eighth grade student is ineligible for Honor Roll for the quarter in which the infraction is committed
- For substance abuse and weapons policy violations, action will be taken **in accordance with diocesan guidelines.**

Note: Repeated violations at any level will be referred to the administrative team for consideration.

DISMISSAL (and EARLY DISMISSALS/CHANGE OF TRANSPORTATION)

Parents are asked to **PROMPTLY** pick up their children at dismissal time (2:50 on regular school days; 11:30 a.m. on early days.) This is NOT time for playground activities. Students are to dismiss from school quietly. For the safety of the children, parents are asked to follow traffic patterns. (See Traffic)

Students having an early dismissal/or change of transportation for the day, should bring a detailed note to school in the morning. Please take care of these matters in advance and send a detailed note in with your child. In emergencies, the school can be called before 2:00 p.m. to ensure that the information/change will reach your child.

No students may ride other district buses due to liability issues from the districts.

DRESS CODE/UNIFORM POLICY

Uniforms are to be worn by all children in grades 1-8. The wearing of a uniform helps promote a sense of unity and pride in their school by the children. It also sets a good tone for the academic atmosphere of our school. By eliminating the distractions of more superficial things such as trends in clothes, who's wearing what today and so forth, hopefully our children will find themselves freer to concentrate on the important business of their education. With the ability to purchase school uniform clothing in various stores, select styles/colors will vary slightly and our school has more of a dress code than a true uniform. Not all items purchased at local stores may be acceptable. Only the following may be worn in school building during school hours:

Girls (1st-8th)

All girls must wear knee-length **black watch plaid or plain navy** jumper, pleated skirt, culottes, skorts or navy cords or twills OR black watch plaid slacks (No stirrups). All pants must be to the waist-no low-rise. In August, September, May and June, knee-length and loose fitting navy blue walking shorts may also be worn.

Girls must wear a tailored blouse (no lace, ribbons, embroidery, elastic on sleeves), long or short sleeves, a turtleneck or a plain knit polo shirt with collar. Tops must be white, pale blue or pale yellow and they must be tucked in at the waist. No chambray tops are to be worn. Undershirts, if worn, must be solid white. A solid colored navy, brown or black belt is to be worn if the slacks have belt loops.

A solid navy sweater may be worn. It must be a plain cardigan, pullover (v-neck or crew) or sweater vest. No over-sized or cable knit sweaters is allowed. St. Bernard non-hooded sweatshirts may also be worn if a collar is worn underneath. **No logos** are allowed on tops or sweaters unless it is "St. Bernard School."

Socks must be worn. They may be ankle, knee, pantyhose or tights. They must be solid navy blue or white.

Girls may wear subdued jewelry (watch, simple earrings not larger than a quarter and only one pair, etc.,). **NO MAKE-UP IS PERMITTED.** Solid colored berets are permitted but no sashes/scarves.

Boys (1st – 8th)

Boys must wear plain navy blue slacks (corduroy or twill) at the waist. They may wear knee length navy blue walking shorts in August, September, May and June.

Boys may wear a powder blue, white or pale yellow dress shirt with a collar, long or short sleeve, knit, polo or turtleneck. All shirts must be tucked in at the waist. A solid colored navy, brown or black belt is to be worn if the slacks have belt loops. No "mock" turtlenecks are to be worn. Undershirts, if worn, must be solid white.

A cardigan, pullover (V-neck or crew) or vest style sweater may be worn. Sweaters must be solid colored navy. No oversized sweaters, only flat knits. St. Bernard non-hooded sweatshirts may also be worn if a collar is worn underneath. **No logos** are allowed on tops or sweater unless it is " St. Bernard School."

Socks must be worn and visible (navy or white). Boys are not allowed to wear earrings at school. Boys' hair may not exceed their collar and no tails, ponytails, or fad haircuts are permitted.

For all Students (Including Kindergarten and Nursery)

Shoes must be laced and tied at all times if they are lace type shoes. Tennis shoes may be worn in school. **NO HIGH- TOP SHOES ARE ALLOWED** (including black army boots). Due to the slippery nature of the playground surface, please avoid patent leather shoes. Scout "uniforms" are permitted on scout meeting days or special scout event days. All shoes must have closed backs and closed toes. 'Heelys', high heel or platform shoes are prohibited.

All shorts (boys and girls) may be simple cargo-style with flat pocket. They must be neat in appearance and not be oversized, have buckles or rips.

Optional (Kindergarten and 1st grade)

Belts are optional for kindergarten and first grade due to the young age and lack of ability to properly take the belt off in the restroom.

Enforcement and Misc.

To be fair to all students and parents, this uniform policy will be firmly enforced. Children generally conduct themselves in a manner similar to the way they dress and groom. Parents are responsible for ensuring their children dress according to school policy. Please make sure your child is following the Dress Code/Uniform policy before sending them to school.

Violations of the uniform policy will be subject to Conduct Reports.

Those wishing to donate gently used uniform clothing to families who need it may also do so. These items are available in the Uniform Closet. Please contact the school office for more information. Educational Outfitters

Pittsburgh at 1910 Cochran Road is a local uniform company that many school families use. Educational Outfitters can be reached at 412-892-8810. Schoolbelles is another uniform company and the supplier of the girls' black watch plaid items. Schoolbelles catalogs went home in the spring and information is available online at www.schoolbelles.com or at 1-888-637-3037.

Uniform clothing can also be purchased from Kohls, Target, Sears, Wal-Mart, Lands End, and J.C. Penney to name a few. Please be careful of styles and selections as they vary from store to store.

Kindergarten and Nursery Programs

Parents are encouraged to dress their children in sensible and comfortable clothing. Children at this age are involved in a variety of movement during the day from floor to seat. The individual teacher or school will address with the parent any possible concerns as far as clothing is concerned.

Shoes

Please see above for 'Shoes for All Students'

Tennis Shoes and/or shoes that are very supportive and adhere to the above criteria are strongly recommended due to the fact that the children frequently move and travel throughout the building complex.

EMERGENCY CLOSING AND SCHOOL DELAY INFORMATION

Especially when winter approaches, please be aware of the following school policies:

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. School will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of a cancellation, including radio, TV and internet. In the unusual circumstance, where school must be canceled during the school day, teachers will determine that all students have satisfactory transportation and supervision to their home before releasing them from school.

SCHOOL CLOSINGS AND DELAYS

If inclement weather or some other emergency requires that the school be delayed or closed, this information will be announced on the list of radio/TV stations noted below. Because of the number of public districts represented in our school, it is important that you listen for an announcement that identifies your public school district. **PLEASE DO NOT CALL THE SCHOOL OR RECTORY FOR THIS INFORMATION.**

The following procedures will be adhered to regarding poor weather conditions:

1. If all school districts cancel school, *Saint Bernard School* is **automatically closed** for **all** students. If Mount Lebanon cancels school, *Saint Bernard School* may or may not still be in session depending upon the parish plant condition. Please watch for "*Saint Bernard School*" to be listed as closed or delayed.
2. If the district that provides your transportation has canceled school, but *Saint Bernard School* has not canceled school, parents are encouraged to provide transportation **to** and **from** school for that day for *Saint Bernard School* students. Please use your best safe judgment of the road conditions.
3. Delays due to weather are dependent upon the school district in which the student lives – Keystone Oaks, Pittsburgh City, Mount Lebanon, Bethel Park, Peters Township, Upper Saint Clair, Carlyton, Chartiers Valley, South Fayette & Baldwin. If all districts are delayed, then *Saint Bernard School* will also be delayed. For example: if Keystone Oaks has a delay, then **only** those students who are bussed by Keystone Oaks have a delay.
4. Do not call the school or rectory for information. Listen to the radio station specified by your school district and look for your school district first then *Saint Bernard School*.

KINDERGARTEN/PRE-SCHOOL SCHEDULE

- In the event of a two-hour delay, which will be announced **typically when every district** bussing children to *Saint Bernard School* has called a delay, all children should report to school at 10:00 a.m. There is a no pre-school & kindergarten has a regular schedule as follows:
 Pre-School & Kindergarten Schedule:
 A.M.-Kindergarten – 10:00-12:00 – (same dismissal time)
 All Day Kindergarten – 10:00-2:50 – (same as 1st – 8th grades)
 A.M. Pre-School – No sessions held!
- If Saint Bernard School is not delayed the teachers will be present at the usual time. If you are driving your children to school on a two-hour delay day, **please** do not arrive before 10:00a.m.

RADIO/TV CONTACTS

The cancellation of classes due to inclement weather will be announced on local radio/tv stations as follows:

School Web-Site: stbschool.com
 WTAE --Radio -1240 AM and T.V.
 KDKA --Radio -1020 AM and T.V.
 WPXI--TV
 KQV - 1410 AM
 Mount Lebanon Access Channel

The announcement will SPECIFICALLY state, "St. Bernard School." We will USUALLY follow Mt. Lebanon School District. Announcement may appear on one or more of the venues above much earlier than others. This is out of the school's control. You are encouraged to watch various stations when expecting a delay.

Some misc. points and examples:

- For safety reasons, Mount Lebanon walkers-those truly walking- should follow the Mount Lebanon School District regarding delays/cancellations. The crossing guards will adhere to the Mount Lebanon School District.
- If your district is delayed and Saint Bernard School is not delayed, you may drop your child off at the school during normal time or send them on the bus for the delay.
- If for some safety reason, Saint Bernard School has a two-hour delay and your district does not have a delay, the bus transportation will not be delayed and parents are responsible for transportation. **This will happen very seldom. If Saint Bernard School has a delay and your district does not, then the parents will need to bring their child to school two hours later unless notified.**

When all districts are delayed and there is a two-hour delay, for safety reasons **DO NOT** drop your child off early to school. They are 10:00 a.m. There are a couple of important reasons for this; First, when Saint Bernard School is delayed the faculty and staff are delayed. There are times when a delay turns into a cancellation. It is important to make sure that this is not the case.

EMERGENCY INFORMATION

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) names(s)
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of friend or relative.
5. Physician's name and phone.
6. Medical alert information.

EXTENDED DAY PROGRAM

Saint Bernard School offers an extended day program from 3:00 – 6:00 p.m. for our regularly enrolled children in K through 8th grade. Our goal is to provide a safe, convenient, affordable, Catholic Christian extended day environment for families. Students will have the opportunity to work on homework, relax and participate in recreational and enrichment activities.

The program will be held for most full-days that school is in session. There is a fee involved and the following forms must be completed and returned to school before admittance:

- Registration/Authorization & Emergency Information Form
- Guidelines and Agreement Form
- Extended Day Monthly Attendance Schedule

EXTRA-CURRICULAR ACTIVITIES

Supervised extra-curricular activities are provided to develop individual talents and interests, as well as a spirit of cooperation through interaction. Students have the opportunity for voluntary participation in the following:

Altar Servers	Lectors	Basketball	Cross Country
Instrumental Band	Spelling Bee	Soccer	Annual Contest
Student Council	Math Club	Football	Special Effects
Cheerleading	English Festival	Volleyball	
Forensics	Future Cities	Church Lectors	

ELIGIBILITY FOR ATHLETIC AND EXTRA-CURRICULAR ACTIVITIES

The following is the policy regarding eligibility for athletics and extra curricular activities at St. Bernard School. Academics are always a priority at our school. To maintain eligibility to participate in the extra curricular activities, a child must maintain certain academic standards. Failure to maintain these standards can result in probation or suspension from these activities.

The following is an outline of the probation and suspension guidelines:

If a student receives a “D” in one of his/her course subject areas (Religion, Math, Reading, English, Spelling, Science or Social Studies) or two “D’s” in his/her special areas (Art, Music, Phys. Ed., Health, Computer, Handwriting, Language) he/she will be placed on a two week probation period beginning with the date the Interim was issued. During this probation period, this student may participate in the extra curricular activity and is encouraged to let the coach or moderator know of the probation. At the end of the two-week period, if the student’s grade(s) have not improved to at least a “C,” he/she will be suspended from the activity, including games and practices until the grade is brought up to at least a “C” grade.

A student will be suspended for two weeks from athletics and extra curricular activities, including games and practices, if he/she receives:

1. Two or more “D’s” on his/her report card in core subject areas.
2. Three or more “D’s” on his/her report card in non-core subject areas.
3. One or more “E’s” on their report card in any subject area.

The principal will notify the coach or moderator that a specific student is ineligible to participate. No specific details including grades or subject areas will be given. Any ineligible student participating in athletics or extra-curricular activities may be removed from the activity permanently.

A student can be placed on probation or suspended from athletics or extra-curricular activities at any time due to behavior problems. In particular, any student who violates the discipline policy of the school is subject to suspension from the program at the discretion of the principal after consultation with the student’s parents. The principal will notify the specific coach in any case of a suspension from the sports program.

FIELD TRIPS

Field trips may be taken to enrich the student's learning. Written permission of the parents must be obtained prior to the activity. The Parent-Teacher Guild of St. Bernard School provides assistance with buses for field trips. Parents are informed of the other costs of the trip, if any. It is the policy of the school that at least two chaperones

accompany the teacher on the trip. Children who do not attend the field trip are expected to attend school. Student dress for field trips will be determined by the nature of the trip.

FIGHTING

Fighting is strictly forbidden in the school or on campus. Breaking this rule will result in an immediate and automatic in-school suspension and a conference with the student's parents. (See Discipline)

FIRE DRILLS

Fire drills are held regularly and pupils are instructed in emergency procedures. The building is periodically inspected by the Mt. Lebanon Fire Department.

FOOD ALLERGY POLICY & GUIDELINES

Saint Bernard School will use the following policy and guidelines to better safeguard students in school who have significant food allergies.

Food allergies are abnormal responses of the immune system to a specific food. In a true food allergy there is no tolerance level for the food. At Saint Bernard School, we value all children as unique gifts from God. We do our bests to keep allergy exposures to a minimum. Parents are requested to review the Saint Bernard food allergy policy. We cannot guarantee that any offending food will not come in contact with an allergic child, but we can certainly try our best to keep all God's children safe in any way we can. If you are a homeroom parent, chairperson, or classroom volunteer, please attach this policy and guidelines to your files for reference. Please contact the office or school nurse for questions about food allergies.

Staff/ Home Room Parents/ School Advisory Council/ PTG/ Activity Chairpersons / School Community:

- Work with parents of child with food allergy to include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy. These activities to the best of the teacher / chairpersons / staff's ability should be free of foods that trigger allergy attacks. Example activities: in-class parties, bingos, ice-cream social, breakfast with Santa, field day, etc.
- Although food labels are not 100% protective, foreign processed foods, foods that include warning labels (Manufactured in a plant with ...food allergen (ex: nuts, wheat, milk); and/or This item may have traces offood allergen) are considered as a high risk food and should be avoided. Due to hidden ingredients in food labels, students with food allergies should not consume items without parent permission to do so.
- Clean common used surfaces prior to and after activity.
- Students will be provided the means to wash their hands after eating.
- Send in individual snack for your child only for any after school activities (if approved by moderator/coach) with your child.
- Consume food in cafeteria when possible.
- Encouraged not to use baked goods due to cross contamination factors.
- Ensure that 'Peanut Oil' is NOT used for frying/cooking at school functions. This would make the environment dangerous well after the event.

Saint Bernard School Staff / Administration:

- Review the health records submitted by parents and physicians.
- Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order and parent permission for epinephrine or Benadryl. Keep medicine easily accessible in a secure location central to designated school personnel, not in locked cupboards or drawers. Students should be allowed to carry their own epinephrine, if age appropriate, after approval from the students physician/clinic, parent and school nurse, and allowed by state or local regulations.
- Designate school personnel to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day.

- Follow federal/state laws and regulations regarding sharing medical information about the student.
- Provide a peanut/tree nut free- ‘Star’ table that is monitored by the cafeteria and school staff.
- All foods prepared by Cafeteria staff, which contain peanut or tree nut by-products, will be isolated by area in the kitchen and utensils used.
- The ‘Star’ table will be cleaned thoroughly before each lunch period, daily. The Cafeteria manager will supervise this task.
- School Staff and Cafeteria Staff will provide supervision in the cafeteria and are trained on what to do in the event students may show allergic reactions.
- Teachers who have students with food allergies will inform homeroom parents of the serious nature of food allergies and explain the food policy for classroom events.
- Unless there is written permission from the food allergy child’s parent, the child with a food allergy will pick an “acceptable snack” from his/her individual snack kit provided by the parent.
- Provide all staff that interacts with the student on a regular basis training to: understand food allergies, recognize specific food allergy symptoms and knowledge of what to do in an emergency.
- Administration will work with school faculty and staff to eliminate the use of food allergens in the allergic student’s meals, educational tools, arts and crafts projects, or incentives.
- Discuss field trips with the family of the food allergic child to decide appropriate strategies for managing the food allergy.
- Take threats or harassment against an allergic child seriously.
- Enforce a "no eating" policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy. Discuss appropriate management of food allergy with family.

Parent(s) of Child with Food Allergy:

- Send a kit of non perishable “acceptable snacks” approved by the parent(s) to your child’s homeroom at the beginning of the year.
- Coordinate with homeroom parents or school organization as to “acceptable snacks” to be used for each specific school activity.
- Bring emergency kit(s) to school and make sure there is a completed medication form on file for epinephrine or Benadryl and refill/update kit as needed.
- Encouraged to provide homeroom parents or school organizations with specific information regarding their child’s food allergy. Work with homeroom parents/ school organizations in planning activities dealing with food.
- Submit a specific ‘Food Allergy Action Plan’ for your child to the school office and school nurse.

To All Parents (Birthday Treats):

In order to comply with the Diocesan Wellness policy and help protect students with food allergies, parents are strongly encouraged to send non food items (pencil, sticker, bookmark, etc.) to school for their child’s birthday. If you do send in a food item, please consult with your child’s teacher prior to sending in any treat. It is encouraged for you to send in healthy snacks/treats. All food items should be labeled and free of allergens to help keep the entire school environment safe. Depending on the treat, some treats may be sent home individually to enjoy later.

GRADUATION

Diocesan policy states that 8th graders must complete 180 days of instruction as a requirement for graduation. A fee is charged to cover the cost of flowers, video, graduation picture and other incurred expenses.

HEALTH SERVICES

1. Communicable Disease

Report to the school office immediately if your child has a communicable disease or has an eruption or rash on the body. State law requires that children be excluded from school until the scabs from Chicken Pox are dried.

Children must be vaccinated against common Childhood communicable diseases before entering school (See Admissions).

If your child has head lice, please contact the school nurse or the principal. The school nurse has the responsibility of checking other students in the class to prevent the spread of this disease. Students should not be sent to school if they have fever, severe sore throat, inflamed eyes, nausea or severe head cold. These illnesses can be very contagious.

2. First Aid

First Aid is performed by the school nurse, school secretary or office staff when injury is minor. When a child shows symptoms of being ill or injured, a designated adult on his/her Emergency Card is called and asked to come for the student. In case of serious injury, the Mt. Lebanon Rescue Squad will be called.

3. Medication Policy

Medication should be given at home. Physicians should be asked to change the schedule for the administration of medication so that it can be given before and after school hours. However when medication **MUST** be administered during school hours in an emergency situation, a definite procedure for administering and storing medication is in place.

Contact the school office for the necessary forms. The school is not permitted to give a child any medication without the parent's written permission.

4. Physical Exams

The Pennsylvania School Health Code mandates the following schedule of examinations:

Levels 1 and 6 and before each competitive sport:	Complete physical examinations.
All levels:	Annual vision check Annual height and weight
Levels 1-8:	Tuberculin (Tine) test, every third year
Kindergarten and levels 1,2,3, and 7, along with any teacher referrals:	Hearing test
Levels 6 and 7:	Scoliosis screening
Levels 1, 3 and 7:	Dental examination

Parents may choose to have these examinations done by their family physician and dentist at their own expense. The school does, however, provide the facilities for conducting examinations. Your child will be taken from his/her classroom and you have the option of being present at the time of the exam. Forms for these examinations are in the school office. Parents are notified when any deviation requiring evaluation is found in either a hearing or vision test.

5. School Nurse

Our school nurse is from the Mt. Lebanon School District and is on call at all times. She regularly schedules one day per week at St. Bernard School. The nurse performs all screening tests on the children.

HOMEWORK

The objective of homework is to develop habits and techniques of independent, useful study. It is an integral part of the learning process, since home assignments supplement the daily work of the classroom. The amount of time spent on homework should be proportionate to the age and grade level of the child. The recommended time allotment for homework follows:

Primary Department (Levels 1, 2, and 3) 20 to 30 minutes

(includes flash card drill and oral reading)

Intermediate Department (Levels 4 and 5) 30 to 60 minutes

Upper Elementary Department (Levels 6, 7 and 8) 60 to 120 minutes

Too much homework defeats its purpose. If a student is unable to do or complete an assignment, encourage him/her to discuss the matter with the teacher. The teacher should make his/her goals and expectations clear to both parents and students.

Parents play an important part in their child's home study. They should:

1. Cooperate with the school in making homework effective by providing suitable conditions, such as work space, light and supplies.
2. Encourage the child but avoid undue pressure.
3. Question what the child is studying. Can he/she give you in some detail a summary of the topic?
4. Check and review the homework. This is a positive way to keep abreast of what is being taught.

There are very few if any study periods in the student's day at St. Bernard. Some students work more rapidly than others and may therefore complete more class/homework.

Incomplete work forms will be issued to students failing to complete homework assignment. Repeated infractions of the homework policy will result in demerits/detention and/or will affect the student's grade.

HONOR ROLL

Students in grades 7 and 8 are eligible for Honor Roll at the end of each report card period. Beginning with the first nine weeks of school, Saint Bernard School 7th and 8th grade students may attain HONORS, HIGH HONORS or HIGHEST HONORS.

The criteria for the 'Honor Roll' is listed below:

Highest Honors: All A's and/or All A's and one(1) B in all subject areas

High Honors: All A's and B's in all academic and special area subjects with the number of A's greater than or equal to the number of B's in number and weight in academic and special area subjects.

Honors: The student must have a 'B' average in academic and special area subjects. 'A' grades must be equal to or greater than C's in number and weight.

In addition, students eligible for the 'Honor Roll' may not have any Level 2 or higher Conduct Reports (CR's) during the nine week grading period. Students may also not have any D's or E's in any subject area on the report card.

Honorable Mention

Sixth graders are eligible for 'Honorable Mention' each quarter. The criteria for this includes:

- The student must have all A's and B's on their report card.

No level 2 or higher Conduct Reports (CR's) during the nine week grading period.

HOURS

Office Hours: 7:30 a.m. – 3:30 p.m.

School Hours: 8:20 a.m. – 2:50 p.m.

Kindergarten Hours:

A.M. 8:20 a.m. – 12:00 noon

Nursery Hours:

A.M. 8:45 a.m. - 11:00 a.m.

The school day officially begins in levels 1-8 at 8:20 a.m. Students are encouraged to arrive between 8:00 and 8:20 a.m. Students arriving after 8:20 a.m. will be marked tardy.

STUDENTS ARE EXPECTED TO BE ON TIME EVERY DAY FOR THE START OF ANNOUNCEMENTS AND PRAYERS AT 8:20 A.M.

School is dismissed periodically at 11:30 p.m. for faculty meetings. Please consult your monthly calendar.

Nursery School classes are dismissed at 11:00 a.m. and morning kindergarten classes are dismissed at noon. Levels 1 -8 are dismissed between 2:45 and 2:50 p.m., along with the full-day kindergarten children. Older students MUST watch out for the younger ones on the steps leading to the parking lot.

ILLNESS or INJURY

In case of illness or injury a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available the student will be taken to the emergency room at the hospital. An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

LIBRARY

Quiet must be observed in the library at all times. The students from all levels are permitted and encouraged to borrow books. The students are also given assignments that would create a need for using the library and its reference and research materials as tools in learning. Each student is responsible for all the books taken out under his/her name.

Participation in the "Birthday Book Club" plan enable parents to purchase a book for our school library in honor of their child's birthday A book plate is inserted in the book designating the family name along with the student's name, class and year. Many wonderful books have been received through this project and the children (especially their siblings) enjoy knowing that the book was their donation. Contact the librarian for more details.

LOST AND FOUND

All items for the child's use (INCLUDING CLOTHING) should be marked with his/ her name. Anyone who has lost an article should check the Lost and Found Box in the first floor hallway. Unclaimed articles will periodically be given to the St. Vincent de Paul Society.

MEDICATION

If a student must bring medication to school, the following requirements must be met:

Prescription Medications:

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
4. The prescription must be current.
5. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
6. No more than one week of medication may be sent at one time.
7. Refrigeration is available.
8. Children must self-administer medication.

Children taking medication on a daily basis must have medical forms (available in school office) signed by a physician and on file in the office. This must be reviewed and completed each year.

Non-prescription medications -

Will not be given out to children. Please give the medicine to your child before school and if necessary it can be given by parents at lunchtime.

PARENT AGREEMENT

Attached as the last page to this Handbook is a Parent Verification Form which must be reviewed and signed by the St. Bernard School's student's parent or guardian signifying that the student's parent or guardian has read the School Handbook and has agreed to abide by the rules and regulations as written in the Handbook. The attached Parent Verification Form must be signed and returned.

PARENT/TEACHER CONFERENCES

Understanding between home and school is of great importance in the development of the child. Formal conferences are scheduled after report cards are issued. There are two mandatory parent-teacher conferences during the year and one optional conference. The parent-teacher conference in November is recommended for all parents. The parent-teacher conference in May will discuss Terra Nova testing results. In January an optional parent-teacher conference will be held.

The purposes of parent-teacher conferences are:

1. to enable home and school to meet the needs of the student more effectively
2. to establish a working relationship with parents in the interest of the student.
3. to interpret to parents their child's growth and progress in school work
4. to suggest ways parents can help students succeed in school
5. to foster great communication between parent and student regarding teacher expectations.

In addition to the scheduled conferences, parents and teachers may have conferences whenever the need arises. If you wish a conference with any school personnel, you may send a note directly to the person concerned or you may call the office for an appointment. Parents are required to meet with the teacher first to resolve a problem. If the problem is not resolved then the school administration may be contacted.

PARENT/TEACHER GUILD

The purpose of our Parent Teacher Guild at St. Bernard School is threefold. The advancement of Catholic Education and the welfare of our students is the primary purpose. Secondly, the guild was established to promote parent-school activities and to increase interest in education and civic activities. Finally, it is the attempt of the PTG to enhance the parents' role in the education of the child. All families at St. Bernard School are encouraged to join our PTG. Membership dues are nominal and directly benefit each child. Our School Directory is produced by the PTG and is available to every participating family. Meetings are held once a month.

PARTIES

Homeroom parents assist teachers in organizing class parties throughout the school year. All parties and special activities must be cleared with BOTH the homeroom teacher and the office. Parents are usually called upon to make a nominal contribution to one party during the year. Treats may be brought in only after the date and time have been cleared with the teacher. Also, snacks should be limited to a small treat and juice, preferably nutritional in nature. Invitations to private parties should not be passed out in school unless every child in the class is invited.

PHYSICAL EDUCATION PROGRAM

Children participate in physical education classes once a week. The children must wear gym shoes to school or bring them to change into when they are scheduled to have physical education. If girls wear skirts on PE days gym shorts should be worn under their uniform. In the Spring, the physical education teacher sponsors a Field Day for the entire school. The students are divided into teams and they compete throughout the day in various events. Field day ribbons are awarded at the end of the day.

PLAYGROUND

All children from levels K(all day)-8 participate in outdoor recess. Recess, as part of the entire school program, is essential to the physical, social and mental well-being of the child. A faculty member supervises the children at recess time (see LUNCH for the student's recess schedule.) A recruitment program is in progress to encourage parental participation on the playground.

Playground equipment is available. It is important for each child to be responsible for taking care of the classroom playground equipment so that none of it gets lost. Any item lost due to carelessness must be paid for by the individual or by the group responsible.

Students who bring their own football, etc., from home **MUST** have their family name on it. Only "Nerf" brand equipment is recommended. **NO** hard balls or bats are allowed during recess time. The playground **must be free** of all vehicles during the school day.

Students **MUST** behave themselves with respect for themselves and the well-being of all. To ensure this end, the following playground (parking lot) safety rules are enforced:

1. "Rough housing" is not permitted. This includes any pushing, shoving, pulling of clothing, taking of hats, tackle football, "take-away" and playing in or with piles of snow.
2. Foul language will **NOT** be tolerated.
3. Disrespectful attitudes toward any students or teacher will **NOT** be tolerated.
4. Rules of fair play **MUST** be followed at all times in all playground games.
5. Food, gum and drinks are **NOT** allowed on the playground.
6. Students may **NOT** re-enter the school building during recess unless injured or authorized by a teacher.
7. Students may not leave the designated play area.
8. Students may not leave the school ground without the permission of the principal.
9. Classes are to enter the building quietly and orderly.

Students who do not respond to a verbal warning will be subject to the discipline policy of the playground supervisor.

Children remain indoors during inclement weather. Quiet activities at their desks are permitted. Coloring books are recommended for the primary levels. Patrols in the hallways are to be respected at **ALL** times.

The playground is **NOT** supervised after school and students are expected to leave for home immediately after dismissal.

PRACTICAL ARTS PROGRAM

Mt. Lebanon students in Level 8 are given the opportunity to participate in the practical arts program at Mt. Lebanon. This is scheduled at the beginning of the school day. Transportation is provided by parents.

PRAYER- Morning Exercise

Daily scheduled morning prayer at the beginning and ending of each class may be spontaneous or formal as determined by the teacher. The morning service will include the information about the celebration of the day, a reading appropriate to the day, pledge of allegiance and possibly a patriotic song.

PRE-SCHOOL PROGRAM

Registration for Kindergarten and Pre-School is held at the end of January during Catholic Schools Week.

Days:	Kindergarten	---	Monday through Friday
	4 Nursery	---	Monday, Wednesday and Friday
	3 Nursery	---	Tuesday and Thursday

Hours:	K (a.m.)	---	8:20 a.m. until 12:00 noon
			3N & 4N(a.m.) ---8:45 a.m. until 11:00 a.m.

Entrance Requirements: Kindergarten - Children must be 5 years old by August 31
4 Nursery - Children must be 4 years old by August 31
3 Nursery - Children must be 3 years old by August 31
Immunization records must be provided by the first day of school.

Children must be toilet trained.
Preference for registration is given to children from families who are members of St. Bernard Parish.
Copies of birth and baptismal records must be brought to registration.

Tuition: Rates for the next school year will be set in March.

Fees: A **non**-refundable registration fee is required.
\$50 fee for kindergarten which will be applied toward tuition and a \$5 per child fee will be collected at orientation to cover the cost of activities.
For Nursery a \$25 fee which will be used for juice and activities.

REPORT CARDS

A Report Card is distributed four times a year in November, January, April and June, each at the end of a nine week period. The interpretation of achievements depends on the teacher's evaluation, the child's effort in developing his/her capabilities, and the child's growth and development in the knowledge of the subject matter.

An Interim Report is sent mid-quarter to parents of children in levels 4-8 who are working below their ability. This lets parents know before conference or report card time how the child is progressing. Students in levels 1-3 who have consistently worked to their ability or have need of improved effort throughout the grading period will receive a note from school. This will be mailed to the child's parents.

A check mark on the child's report card indicates needs improvement. Greater effort should naturally result in greater accomplishment.

Progress Report Code

Primary - Grades 1, 2 and 3
A - Advanced Performance
B - Proficient Performance
C - Basic Performance
D - Below Basic Performance

Intermediate - Grades 4,5 and 6 and **Upper Elementary** - Grades 7 & 8
A - 93 –100 D - 70 - 74
B - 85 – 92 E - Below 70
C - 75 - 84

Students who receive 2 or more E's in a specific subject may be required to attend summer school. Parents will be notified no later than mid May.

PROMOTIONS AND RETENTION

Promotions and retention are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are: a) indifference or lack of effort in the part of a capable student, b) physical or social immaturity, and c) frequent or long absences. Retention is usually considered as a more positive alternative during the first and second grades.

Parents can assume their child will be promoted unless the alternative or retention has been discussed during the school year. Parents will be involved in any retention decision.

RECESS (See PLAYGROUND)

SCHOOL CLOSING (see also Emergency Closing and School Delay Information section)

The cancellation of classes due to inclement weather will be announced on local radio stations as follows:

WTAE --Radio -1240 AM and T.V.	stbschool.com
KDKA --Radio -1020 AM and T.V.	KQV - 1410 AM
Mt. Lebanon Radio Information Station	WPXI - TV

The announcement will SPECIFICALLY state, "St. Bernard School." We will USUALLY follow Mt. Lebanon School District.

SMOKING

Smoking is strictly forbidden at school. Students are neither to carry or use tobacco products of any kind.

STUDENT COUNCIL

Student Council is a group of school students, elected by their classmates to represent the ideas of the school and how the school can be made into a better experience that adds fun to learning. The purpose is to introduce new ideas and activities to the school. There is one representative per homeroom (although there are sometime two because of ties in the election), one Secretary, one Vice President and one President. These are elected by the grades they will represent (the whole Junior High elects the officers). Meetings are held during the activity period two times a month. Student Council is a rewarding experience well worth the commitment.

STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

SUPPORT SERVICES (Allegheny Intermediate Unit and Title I) – GUIDANCE COUNSELOR; REMEDIAL READING/MATH TEACHER; SPEECH & LANGUAGE THERAPIST

A speech and language therapist and remedial reading/math teacher visits the school two or three days per week. Students who are referred by their teachers and qualify may work with these teachers on a regular basis. If a parent feels their child may need help in an area they should contact their child's teacher to see about an evaluation from the speech therapist or remedial reading/math teacher. A school counselor is also in the building one day a week and works with students with parent permission on school related concerns.

Developmental Guidance Program

At Saint Bernard School, we value the social and emotional development of your child as much as their academic growth and success. Throughout the school year, counselors from the Allegheny Intermediate Unit will be visiting classrooms to present lessons on topics including character education, conflict resolution, anger management, feelings, social skills, etc. The topics and grade levels chosen will be based on the needs of the building by the administrator and counselor. If you have any questions, please feel free to contact your building administrator or guidance counselor.

SUSPENSION AND EXPULSION

Serious and repetitious infractions of school policies and practices may result in suspension from school. The length of time and the determination of "in school" or "at home" suspension will be at the discretion of the principal after consultation with parents.

In the case of "at home" suspension, the responsibility of the students will rest with the parent. Expulsion may result from serious lack of moral responsibility and/or continued serious infractions of school policies and practices. If expulsion is called for, a written notification to the parents and to the superintendent of school shall clearly state the reason for such action.

Suspension/expulsions are given by the principal for the very worst infractions of school rules and policy. Suspensions/expulsion are not given by teachers. They are given only as a last resort. It signifies that the child's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the child from the school environment.

Reinstatement will only be granted when all, principal, teacher, parent and student are satisfied that the reason for misconduct has been effectively eliminated.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 8:20 a.m. is considered tardy.

TELEPHONE

No teacher or child will be called from class to the phone except in an emergency. However, messages will be delivered to the teachers and students. Return calls will be made at the earliest convenience. Students are NOT permitted to use the office phone unless it is an important matter and permission is given by the principal.

TESTING PROGRAM

Students in levels 2 - 8 are given the Terra Nova standardized tests in the spring. The results are shared with the parents at the May conference.

If a student exhibits symptoms of a learning disability or serious problems of an emotional nature, or is not achieving for unknown reason, the principal along with the Student Assistance Team recommend the student have a behavioral health evaluation completed by the local school district of the child.

TRAFFIC AND STUDENT PEDESTRIAN POLICY

To ensure safety, the following MUST be observed:

Only Nursery School children may enter school through the doors outside the nursery school classrooms in the morning. A.M. kindergarten children enter through the back doors with the other students. Only nursery school children exit the building from those doors.

Therefore, all students except Nursery school and P.M. kindergarten who are transported by car are to enter the school building through the doors at the back playground behind the school.

Vehicles bringing children to school may enter the school grounds near the Presbyterian Church or Scott Road. Only those attending 8:00 a.m. Mass may enter on the other side (referred to as the "Dyke" side) and park there. If you are entering from Washington Road, please stop near the back porch and have your children exit to the right of your vehicle and enter through the porch doors. Vehicles will then merge with vehicles entering from Scott Road before exiting. If you are entering from Scott Road, please proceed forward following the painted arrows and have your children exit to the right of the vehicle in the middle fire lane area. All traffic should follow the painted arrows at all times. Slow and cautious driving is a MUST at all times. In the event of snow, please do NOT attempt to avoid the driveway and try to make a U-type turn at the top of the parking lot, this will obstruct traffic on Washington Road and prevent other cars from entering our lot.

DO NOT DROP YOUR CHILDREN OFF ON WASHINGTON ROAD OR SCOTT ROAD.

Walkers must cross with a Crossing Guard at major intersections. If you see a child trying to walk across our parking lot to enter school in the front (near the statue of Mary), please give them the right-of-way so they may safely enter school. AFTER drop off, vehicles must exit on the "Dyke" store side or in the back at Scott Road of our

grounds. Do NOT drive back up the way you entered. This prohibits other vehicles from getting children to school on time.

Some traffic from 8:00 a.m. Mass may be leaving this way (and hence, going "against" our traffic) but school families are to follow a set pattern. This directive was issued by the Mt. Lebanon Police Department to ensure a somewhat steady flow of traffic on Washington Road. The line may look long at times, but it really is only a matter of minutes before the cars are moving at a smooth pace.

Students arriving after 8:20 a.m. are tardy and must be accompanied to the school office by a parent or a guardian.

For dismissal, all walkers (students walking off the grounds), and bus students will be dismissed after announcements and prayer. It is our hope to have all those walking safely off parish grounds before cars start moving. All car riders will be dismissed from the back of the school. Parents should pick their children up in the back of the school if your child is a car rider. If the back lot is full and a parent parks elsewhere, please walk to the back to pick up your child. Children will not be dismissed from the front doors if they are a car rider. **ONLY PARENTS OF NURSERY SCHOOL CHILDREN ARE TO PARK ON THE SIDE.** Please be extra cautious of small children running between cars. Every precaution must be taken for the safety of our children. No cars are to be left unattended in the back lot at dismissal time. Please **SHARE** this information regarding drop-off with anyone (spouse, grandparent, etc..) who might be transporting your child.

TUITION POLICY

Tuition rates for the next school year will be set by March.

To maintain our present level of excellence, each parish family is required to pay tuition at the appropriate rate. Tuition rates are available by calling 412-341-5444.

Non-Parishioner and non-Catholics have a higher tuition structure.

Payments should be made on a quarterly or monthly basis to the School Office. Written requests are necessary for optional payment plans to be honored.

Our pastor firmly believes that no child be denied a Catholic education. In the case of financial need, parents should fill out the Scholastic Opportunity Scholarship (SOS) form sent home in February. Also, there is an Angel Fund from the parish that provides assistance to those who qualify.

THE SCHOOL ADVISORY COMMITTEE

The School Advisory Committee shares in the educational mission of St. Bernard Parish by acting as a consulting and advisory body for St. Bernard's School, and by performing such other services for the school such as suggesting goals and objectives for the school and developing strategies for their implementation. The School Advisory Committee suggests policies for the school that will guide the principal as administrator. The principal and pastor decide on what suggestions to implement. The School Advisory Committee sponsors and participates in activities that communicate the value and importance of Catholic education to the parents of all parish children and to the parish and local communities so that the school will attract and retain the sufficient number of students to insure its future viability. The School Advisory Committee sponsors and participates in major revenue – reducing activities for the school. The School Advisory Committee identifies and recommends capital improvements and major repairs that are necessary to maintain and upgrade the school building and equipment. The School Advisory Committee also evaluates the feasibility of proposed new facilities, and insures the maximum utilization of existing space. The School Advisory Committee periodically evaluates the effectiveness of school policies and activities and participates in in-service programs provided at the catholic schools office or at the parish level.

The School Advisory Committee works in partnership with the pastor in acting as a consultant body for the school. The School Advisory Committee does not make decisions. Rather it studies issues and makes recommendations to the pastor and principal. The School Advisory Committee works in partnership with the principal by respecting and supporting the principal's rule as the administrator of the school. The pastor affirms the Schools Advisory Committee's rule by actively participating as a member of the School Advisory Committee and discussing and

recommending policies for the school. The principal gives the Advisory Committee the cooperation and support it needs to perform its functions. The principal is responsible to the pastor for initiating and implementing policies for the school.

The regular meetings of the School Advisory Committee are normally held during the months of September, November, January, March and May on such dates as the School Advisory Committee will determine. The School Advisory Committee has ten members composed of the pastor and nine members who serve for three year terms.

VALUABLES AND ELECTRONIC DEVICES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff can't be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the school office. Toys and other distractions are not to be brought to school. Exception-Primary department Show and Tell days.

It is strongly recommended that all electronic devices (cell phones, ipods, gameboys, etc.) be left at home. They are not to be used at school. Any electronic item used by a student may be taken by a staff member and stored in the school office until the parent picks it up.

VISITORS

Anyone coming into the school must **enter through the front entrance and** first report to the office located on the main floor of the building. For reasons of safety, the school administration should know who is in the building, and this practice also helps to eliminate many unnecessary interruptions to the teachers and students during class hours. **PLEASE DO NOT GO TO THE CLASSROOM WITHOUT AN APPOINTMENT.**

VOLUNTEERS

The quality of Christian education at St. Bernard School is enhanced by the many hours that volunteers spend assisting our teachers, our office staff, and working with our P.T.G., School Board, and Athletic Association. Parents, Grandparents, and friends may volunteer to work as aides in the classroom, type at home, assist with supervision at noontime recess, help in the cafeteria at lunchtime or do work with the above-mentioned organizations.

Interested adults should call the School Office at 412-341 5444.

All volunteers must be compliant with the Diocese of Pittsburgh Safe Environment Policy. Volunteers are also essential to maintain the wonderful programs provided to our community.

In order to be in compliance, you will need to complete the following:

1. Apply on the Diocese Database Program on the Diocesan web page www.diopitt.org
2. Obtain State Criminal Clearance – Act 34 (This will be done for you after you complete the Diocese Database!)
3. Obtain Child Abuse Clearance – Act 151 (You will need to do this after you receive your criminal clearance)
4. Attend – ‘Protecting God’s Children’ workshop (Check school website, church bulletin, Religious Education or www.virtus.org for workshop dates)
5. Read and Sign – ‘Code of Pastoral Conduct’ booklet (Available in the school office.)

WEAPONS

The safety and well being of our children is most important to all of us. Our children must know that violence of any kind is not acceptable in school or anywhere else.

To ensure the safety of the children, our school will not tolerate weapons of any kind. Guns, including play guns, knives and other types of weapons are not to be brought to school under any circumstances (including pre-school "show and tell"- See pre-school handbook). In addition, any instruments which can be used as a weapon have no place in school.

The Diocese of Pittsburgh has adapted the following policy:

No weapon may be brought onto school property, including, but not limited to, the school building, outdoor areas, outdoor facilities, or school buses, or to any school related activity. A weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, fire arm, rifle or any other tool, instrument or implement capable of inflicting bodily injury, which is possessed under circumstances not manifestly appropriate for lawful uses which it may have. This includes firearms which are not loaded or lack a clip or other component to render it immediately operable. This also includes weapon look-alikes. A person in possession of a weapon on school property violates state criminal statutes and school regulations, and shall be subject to the following discipline and penalty:

1. Parents will be immediately notified
2. The local police will be called
3. The student will be expelled.

The quality of Christian education at St. Bernard School is enhanced by the many hours of volunteering done by parents. Each year, through its various means, the PTG provides new equipment and materials for our school. Please remember to contribute a box of paper, ink etc., to the school copier if your group or organization uses it. Also please remember to SAVE Box Tops. The more we save, the more equipment we can have in our school. Parental involvement throughout St. Bernard makes it a special place for all of us.

The St. Bernard School Directory has a complete listing of faculty and staff, along with a calendar. This is available to you with a membership fee to the PTG.

Saint Bernard School
2009-2010 Student Handbook
Parent Verification Form

Parent Signature

I have read and am aware of the contents of the 2009-2010 Saint Bernard School Parent/Student Handbook.

Please sign, date and return this form to the school office by Friday, September 4, 2009.

_____ Parent Signature
_____ Date

_____ Parent Signature
_____ Date

Please list student(s) in school and their homeroom(s).

_____ Student Name/Homeroom
_____ Student Name/Homeroom
_____ Student Name/Homeroom
_____ Student Name/Homeroom
_____ Student Name/Homeroom
_____ Student Name/Homeroom